



AGENDA

COUNTY COUNCIL REGULAR MEETING WEDNESDAY, JUNE 1, 2022

1. Call meeting to order
2. Pledge of Allegiance to the Flag
3. Public Comment
4. Approval of Minutes
 - 4.A Approval of the Minutes of the Regular Meeting of May 18, 2022.
[05.18.22 Minutes.pdf](#)
5. COVID Update
6. Ordinance(s)
 - 6.A First Reading of Ordinance 2022-7 amending Chapter 29 of the County Code relating to contractors.
[Background for Ordinance 2022-7 \(Contracting\).pdf](#)
[Ordinance 2022-7_CLEAN_v2 \(first reading\).pdf](#)
7. Announcement(s)
 - 7.A Announcement by Controller that the Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate for Excellence in Financial Reporting to the County of Delaware for its annual comprehensive financial report for the fiscal year ended December 31, 2020.
 - 7.B Update on Broomall Lake Negotiation.
 - 7.C Update on Orange Street Lot.
 - 7.D Update on Behavioral Health.
 - 7.E Announcing the Delaware County Senior Games.
 - 7.F Announcement: Delaware County's Juneteenth Celebration.
 - 7.G Announcement: Wear Orange Held June 3-5, 2022.

- 7.H Announcement: Delaware County Concert Summer Series is beginning June 15, 2022.
8. Agreements / Contracts / Amendments / Purchases
- 8.A Approval to accept a grant awarded by the Pennsylvania Commission on Crime and Delinquency to the County of Delaware in the amount of \$2,000,000 for a two-year period beginning 2/1/2022 - 1/31/24 to expand and support the District Attorney's Gun Violence Intervention program known as the Chester Partnership for Safe Neighborhoods.
[36733_VIP - Chester Partnership for Safe Neighborhoods_2022-05-13_140503.pdf](#)
- 8.B Approval to extend the project end date from 6/30/2022 to 12/31/2022 for the District Attorney's 2019-2021 Gun Violence Initiative Grant to use existing prior approved funds of \$91,779.83.
[PCCD Modification Request.pdf](#)
- 8.C Approval to Amend Contract #13/21 between the Department of Human Services, Mental Health and Child Guidance Resource Centers, Inc. to add Blended Case Management for children and adolescents. Subject to Solicitor's approval.
[CGRC_ProgramDescription_MH_13_21.pdf](#)
[CGRC_Budget_MH_13_21.pdf](#)
- 8.D Approval to award a contract to Joe Nick K9 LLC to assume responsibility, retain, and rehome 3 K9 patrol dogs over a period of up to four months for an amount not to exceed \$34,200. Subject to Solicitor's approval.
[\(223743314 1\) - Canine Adoption Release Form.DOCX](#)
[Revised- 05-31-22 - K9 Quote for Delaware Corrections - Joe Nick-revised final \(003\).pdf](#)
9. Consent Agenda Items
- 9.A Approval to Advertise for Requests for Proposals for Voice Over Internet Protocol (VOIP).
[Scope of Work.docx](#)
- 9.B Approval of Delaware County Annual Contribution of \$164,262.00 to Delaware Valley Regional Planning Commission's approved Work Program for FY 2022 and approval of the transfer of \$5,971 from the Planning Department budget to the "other subsidies" line of the approved 2022 County budget.
[Delaware County FY 22 Contribution.pdf](#)
- 9.C Approval of a \$2,219.00 Grant by the Delaware County Interactive Gaming Revenue Authority to the Radnor Township Police Department.
- 9.D Approval of COSA Fiscal Year 2022 - 2023 Contracts.
[Fiscal Year 2022 - 2023 Contracts.docx](#)
[Comcast Political Disclosure Form.pdf](#)
[Contract-Accts.pdf](#)
[Contract-Summary.pdf](#)

[2022 - 2023 COSA Contracts.pdf](#)

- 9.E Approval of Professional Services Agreement with Bonnett Associates Inc. and the County of Delaware for additional engineering services requested by County for Automatic Temperature Control System for the 10th ,11th & 12th floor at Fair Acres Building #8, for an amount not to exceed \$30,760.00. Subject to Solicitor's approval.
[220506 FAGC Building 8 ATC Proposal.pdf](#)
- 9.F Approval of change order #2 to KPN contract #201801JOCC-26 between the County of Delaware and S J Thomas for an extension of time for major renovations at Fair Acres Building # 8 10th, 11th and 12th Floors at a fee of \$803,936.71. Subject to Solicitor's approval.
[COR 47 Extension Claim \(002\).pdf](#)
[COR 47 Extension Claim Backup.pdf](#)
- 9.G Approval of Ratification of an emergency action at GW Hill Correctional Facility to provide installation and one month's rental of a boiler to provide domestic hot water in an amount of \$27,848.60 and approve 6 additional months rental in an amount not to exceed an additional \$60,240.00 for a total not to exceed amount of \$88,088.60. Subject to Solicitor's approval.
[George W Hill Correctional Facility - Emergency Rental of an RL-50 PBR Quote#08320186-Rev1-1.pdf](#)
- 9.H Approval to select Navarro & Wright Consulting Engineers, Inc. and award a contract for professional design and engineering services for Phase 1 of the Media-Smedley Connector Trail, subject to Solicitor's approval.
[01_Navarro&WrightAgreement_Media-SmedleyPh1.doc](#)
[02_Appendix1_RFP_MediaSmedleyTrailPh1Design.pdf](#)
[03_Appendix2_Proposal_Navarro&Wright.pdf](#)
- 9.I Approval to Renew Microsoft Cloud Environment for an amount of \$199,372.80
[MTDR859.pdf](#)
- 9.J Approval to use EBA for assistance in Upgrade of GIS Environment and Migration to the Cloud in an amount of \$42,000.00.
[Delco Azure SOW 2022-02-24.pdf](#)
- 9.K Approval to purchase Fortinet FortiNAC Security Appliance in the amount of \$70,949.05.
[US_QUOTE_3000119111943.1.pdf](#)
- 9.L Approval to purchase ExaGrid Backup Appliance in the amount of \$102,450.02.
[MSKW350.pdf](#)
- 9.M Approval to purchase systems and office furniture for Human Services from Your Office Connection in an amount not to exceed \$70,244.00. Subject to Solicitor's approval.
[Summary Purchase Request](#)
[Quote #1-Your Connection Office\(Used\)](#)
[Quote #2-Your Office Connection\(New\)](#)

[Quote #3-TIG Installations, Inc.\(New\)](#)

- 9.N Approval to issue a Request for Proposal for the Student Assistance Program. Subject to Solicitor's approval.
[Supporting documentation.pdf](#)
- 9.O Approval to Amend Contract #DA 305/21 between the Department of Human Services, Drug and Alcohol, and RCA MAT PA LLC dba Delaware County Healthcare Clinic to add a Start-Up fee for services and to expand the following services Outpatient, Intensive Outpatient, and Medication Assisted Treatment. Subject to Solicitor's approval.
[Program Description_RCA MAT PA LLC dba Delaware County Healthcare Clinic_DA_305_21.pdf](#)
[Budget_RCA MAT PA LLC dba Delaware County Healthcare Clinic_DA_305_21.pdf](#)
- 9.P Approval to Amend Contract #MH 22/21 between the Department of Human Services, Mental Health and Holcomb Behavioral Health Systems to add Outpatient services to their agreement. Subject to Solicitor's approval.
[Holcomb_Behavioral_Health_Program_Description_MH_22_21.pdf](#)
[Holcomb_Behavioral_Health_Budget-MH_22_21.pdf](#)
- 9.Q Approval to Amend Contract #MH 97/21 between the Department of Human Services, Mental Health, and Mental Health Partnerships to add Certified Peer Specialist Training and Blended Case Management. Subject to Solicitor's approval.
[MentalHealthPartnerships_ProgramDescription_MH_97_21_Blended](#)
[MentalHealthPartnerships_ProgramDescription_MH_97_21_CAPS](#)
[MentalHealthPartnerships_Budget_MH_97_21_Blended](#)
[MentalHealthPartnerships_Budget_MH_97_21_CAPS](#)
- 9.R Approval to Amend Contract # MH 20/21 between the Department of Human Services, Mental Health and Horizon House, Inc. to expand capacity for Mobile Psychiatric Rehabilitation. Subject to Solicitor's approval.
[Horizon_House_ProgramDescription.pdf](#)
- 9.S Approval to Amend Contract #DA 57/21 between the Department of Human Services, Drug and Alcohol and Holcomb Behavioral Health Systems to add Start-Up fee for service and to add the following services Outpatient, and Intensive Outpatient. Subject to Solicitor's approval.
[Budget_Holcomb Behavioral Health Systems_DA_57_21.pdf](#)
- 9.T Approval to Purchase 20 twin extra-long size single beds, 6 full-size beds, 26 single drawer under-bed unit, 20 twin XL inverted seam mattresses, 6 full size inverted seam mattresses, 26 double wardrobe with shelves from Shell Outfitters for Child and Youth Services within the Department of Human Services in the amount of \$34,957.75. Subject to Solicitor's approval.
[Summary Page.pdf](#)
[Shelter Outfitters Quote.pdf](#)
[American Bedding Mfg, Inc Quote.pdf](#)
[Commercial Supply Distribution, Inc. Quote.pdf](#)

[Furniture Concepts Quote.pdf](#)
[Butler Human Services Furniture Quote.pdf](#)
[Norix Group, Inc Quote.pdf](#)

- 9.U Approval to Amend Contract #DA 40/21 between the Department of Human Services, Drug & Alcohol and MVP Recovery LLC to add Law Enforcement Treatment Initiative as a new service to their agreement. Subject to Solicitor's approval.

[MVP_Recovery_Police_Diversion_Program_Description.pdf](#)
[MVP_Recovery_Police_Diversion_Program_Description_BUDGET.pdf](#)

- 9.V Approval to Amend Contract #DA 51/21 between the Department of Human Services, Drug & Alcohol and SOAR/CORP Recovery Center to expand Outpatient, Drug & Alcohol and Methadone Maintenance Treatment Program. Subject to Solicitor's approval.

[SOAR_CORP_Budget.pdf](#)
[SOAR_CORP_ProgramDescription.pdf](#)

- 9.W Ratification of submission of an application by the Delaware County Criminal Justice Advisory Board to the U.S. Department of Justice for a grant under the Second Chance Act to provide reentry services and programs in cooperation with Public Health Management Corporation and ratifying execution of an MOU between the Jail and PHMC.

[O-BJA-2022-171031 \(002\).pdf](#)
[20220525111229921.pdf](#)

10. Tax Collection Refund(s)

- 10.A Approval of Central Tax Collection Department's request for refunds for the years 2020, 2021 and 2022 County Real Estate Tax for eleven (11) property owners due to over payment for the amount of taxes due.

- 10.B Approval of Central Tax Collection Department's request for forty-two (42) Court Ordered refunds for the years 2021 and 2022 for properties in the City of Chester, Boroughs of Brookhaven, Glenolden, Sharon Hill and Media and the Townships of Aston, Haverford, Marple, Middletown, Newtown, Radnor, Ridley, Springfield, Thornbury and Upper Chichester in the total amount of \$74,691.32.

11. Request by the Controller's Office for payment of current bills

12. Communications from the Executive Director

13. Solicitor

14. Public Comment

15. Council Remarks

16. Adjourn



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Anne Coogan, County Clerk

ITEM TYPE: Minutes

AGENDA SECTION: Approval of Minutes

SUBJECT: Approval of the Minutes of the Regular Meeting of May 18, 2022.

EXPENSE BUDGET LINE ITEM n/a
ACCOUNT:

ESTIMATED/ACTUAL COST OF n/a
REQUEST:

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:
[05.18.22 Minutes.pdf](#)

PRESENT: Dr. Monica Taylor, Chair; Elaine Paul Schaefer, Vice Chair; Kevin M. Madden, Council Member; Christine A. Reuther, Council Member; Richard Womack, Council Member; Howard Lazarus, Executive Director; William F. Martin, Solicitor; Anne M. Coogan, County Clerk and other department heads.

The Regular Meeting of Delaware County Council was held on January 5, 2022 at 6:00 pm in the County Council Meeting Room, Government Center Building, located at 201 West Front Street, Media, PA and was live streamed. Chair Taylor called the meeting to order, followed by the Pledge of Allegiance.

Chair Taylor stated Council has been in executive session on May 16, 2022 to discuss Personnel issues and today to discuss Real Estate and legal matters.

3) Public Comment

4) Approval of Minutes

4.A Approval of the Minutes of the Regular Meeting of May 4, 2022.

Motion made by Elaine Paul Schaefer to approve the Minutes of the Regular Meeting of May 4, 2022. The motion was seconded by Kevin M Madden and carried unanimously.

5) Resolution(s)

5.A Recognition of EMS Week May 15 - May 21 2022.

5.B Approval of a Resolution to Accept the Delaware County Return on Environment Study as submitted by the Delaware Valley Regional Planning Commission.

Motion made by Elaine Paul Schaefer to approve Resolution to Accept the Delaware County Return on Environment Study as submitted by the Delaware Valley Regional Planning Commission. The motion was seconded by Kevin M Madden and carried unanimously.

6) Announcement(s)

6.A Introduction of Michael Resnick, Council Liaison and Program Manager for Community Justice.

6.B Presentation of Economic Development Plan.

6.C Announcement about the formation of and the appointments to a County Records Improvement Committee for the purpose of assessing the relative records management capabilities and needs of each County office and developing recommendations to County Council for a comprehensive records management plan consistent with Pennsylvania Act 32 of 2002.

Dr. Monica Taylor announced the formation and the appointments to the County Records Improvement Committee. Dr. Taylor approved the following members to this Committee: All Council Members, the Sheriff, the Register of Wills, the Treasurer and the Director of Office of Judicial Support.

6.D Recognizing May 21 as World Day of Cultural Diversity for Dialogue and Development.

6.E Update on Behavioral Health.

7) Consent Agenda Items

Motion made by Elaine Paul Schaefer to approve the following Consent Agenda Items:

7.A Approval to Amend Contract #DA 306/21 between the Department of Human Services, Drug and Alcohol and American Treatment Network, LLC to increase funds for Start-Up to open site in Chester, PA. Subject to Solicitor's approval.

7.B Approval to Enter into a New Contract between the Department of Human Services, Drug and Alcohol and AID'S Care Group to develop a new Center of Excellence for Opioid Use Disorder program in Chester, PA 19013. Subject to Solicitor's approval.

7.C Approval to Amend Contract #MH 15/21 between the Department of Human Services, Mental Health and Elwyn of Pennsylvania and Delaware to add capacity of 100 individuals to Psych Rehab Services-no additional cost. Subject to Solicitor's approval.

7.D Approval to Amend Contract #MH 18/21 between the Department of Human Services, Mental Health and Voice and Vision, Inc. to increase capacity with a Start Up cost of \$10,946 with services at 1.5 months for \$4,306. Subject to Solicitor's approval.

7.E Approval to Amend Contract #MH 28/21 between the Department of Human Services, Mental Health and CareLink Community Support Services of Pennsylvania to Amend capacity for Certified Peer Specialist with a Start Up cost of \$8,344 and a fee for service for 1 month at \$7,425. Mobile Psychiatric Rehabilitation with a Start Up cost at \$7,559 and a fee for service at 1 month for \$5,872. Subject to Solicitor's approval.

7.F Approval to Amend Contract #MH 20/21 between the Department of Human Services, Mental Health, and Horizon House, Inc. to add Blended Case Management with a Start Up \$806,226.37 fee of service and to Expand Site Based Psychiatric Rehab with a Start-Up \$505,154.04 fee of service. Peer Specialist Start-Up \$130,160.09 fee of service. Subject to Solicitor's approval.

7.G Approval to Amend Contract #DA 40/21 between the Department of Human Services, Drug and Alcohol and MVP Recovery LLC to increase the capacity for Certified Recovery Specialist Intensive, Outpatient, Outpatient Partial Hospitalization, ongoing warm hand off and the addition of Screening & Assessment services. Subject to Solicitor's approval.

7.H Approval to Enter into a New Contract between the Department of Human Services, Drug and Alcohol, and Main Line Health dba Mirmont Treatment Center for Warm-Handoff. Subject to Solicitor's approval.

7.I Approval of the Early Learning Resource Center Regulated Center Regulated Provider Agreements for the attached list for Fiscal Year 21/22 for increased provision of subsidized child care. Subject to Solicitor's approval.

7.J Approval to Amend Agreement ELRC #308/18 between the County of Delaware, Early Learning Resource Center and Greater Philadelphia YMCA to replace Appendix E - Multiple Locations with the revised Appendix E - Multiple Locations terminating site #60 (Closed by Certification) to their contract for the fiscal year 21/22 effective March 22, 2022. Subject to Solicitor's approval.

7.K Approval to Amend Agreement #ELRC 221/19 between the County of Delaware, Early Learning Resource Center and I C Your Infants & Toddlers Daycare LLC, to add a site to their Early Learning Resource Center Agreement due to accepting authorized enrollments. Subject to Solicitor's approval.

7.L Approval to Amend Agreement #ELRC 308/18 between the County of Delaware, Early Learning Resource Center and Greater Philadelphia YMCA to replace Appendix E - Multiple Locations with the revised Appendix E - Multiple Locations terminating site #60 (Closed by Certification) to their contract for the fiscal year 21/22 effective March 22, 2022. Subject to Solicitor's approval.

7.M Approval to Amend Agreement #ELRC 308/18 between the County of Delaware, Early Learning Resource Center and Greater Philadelphia YMCA to add a site to their Early Learning Resource Center Agreement, due to their accepting authorized enrollments. Subject to Solicitor's approval.

7.N Approval to Amend Agreement #ELRC 624/18 between the County of Delaware, Early Learning Resource Center and Adventures in Better Childcare to add site #2 to their Early Learning Resource Center Agreement, due to accepting authorized enrollments. Subject to Solicitor's approval.

7.O Approval to Amend Agreement #ELRC 907/18 between the County of Delaware, Early Learning Resource Center and Education Enhancement Enterprises Inc, to add a new site to their Early Learning Resource Center Agreement, due to accepting authorized enrollments. Subject to Solicitor's approval.

7.P Approval to Amend Agreement #ELRC 907/18 between the County of Delaware, Early Learning Resource Center and Education Enhancement Enterprises Inc to add new sites #6,7,8,9, and 10 to their Early Learning Resource Center Agreement, due to accepting authorized enrollments. Subject to Solicitor's approval.

7.Q Approval a new contract between the Department of Human Services, Early Intervention, and Robert W. Dodds for the provision speech therapy services and to expand our Early Intervention provider network, 699 Boxwood Drive, Aston, PA 19014. Subject to Solicitor's approval.

7.R Approval of a new contract between the Department of Human Services, Early Intervention, and Step By Step Pediatric Therapy Inc, to expand our Early Intervention provider network, 922 Penn Avenue, 2nd Floor, Wyomissing, PA 19610. Subject to Solicitor's approval.

7.S Approval to Amend Contract #MH 22/21 between the Department of Human Services, Mental Health, and Holcomb Behavioral Health Systems to increase the contract. The funds will be utilized to provide rental assistance for individuals. Subject to Solicitor's approval.

7.T Approval to Amend Contract #MH 11/21 between the Department of Human Services, Mental Health, and Merakey Delaware County to increase the contract. The funds will be utilized to provide rental assistance for individuals. Subject to Solicitor's approval.

7.U Approval to request County Council's ratification of the request for Interest: Community Mental Health Services Block Grant Renewal Application for First Episode Psychosis sites for State Fiscal Year 22/23. Subject to Solicitor's approval.

7.V Approval to advertise Request for Proposals for federal government representation services.

7.W Approval of a Memorandum of Understanding between the County of Delaware and Monsignor Bonner & Archbishop Prendergast Catholic High School pursuant to which the County agrees to reimburse the school for the purchase of safety and security equipment in an amount not to exceed \$34,784.56 out of funds awarded to the Delaware County District Attorney's Office by the Pennsylvania Department of Community and Economic Development Keystone Communities Program. Subject to Solicitor's approval.

7.X Approval of a Professional Services Agreement with John Barton for an amount not to exceed \$30,000.00 for the calendar year 2022. Subject to Solicitor's approval.

7.Y Approval of a 3 Year Professional Services Agreement with CrowdStrike for Falcon Complete End Point Protection Software to be in line with, and to comply with, County IT Security Standards. This purchase is at a cost of \$33,830.00 per year 3 Year cost of \$101,492.00 through ePlus the approved vendor off of Costars Contract #006-010. Subject to Solicitor's approval.

7.Z Approval to purchase three (3) vehicles from Whitmoyer Auto Group off COSTARS contract # 026-054 in an amount not to exceed \$135,300.00.

7.AA Approval to amend the Purchase Agreement with Whitmoyer Auto Group from a price not to exceed \$284,800 to a price not to exceed \$297,600 off of COSTARS Contract #013-110 for eight (8) Ford Police Interceptor AWD vehicles due to four (4) vehicles being changed to Hybrid vehicles (\$3200 increase per vehicle).

7.AB Approval to purchase ninety-seven (97) HP Workstation Z2 computers from CDWG at a cost of \$166,937.00 from COSTARS 3 IT Hardware Contract (COSTARS-003-32).

7.AC Approval of Reimbursement Agreement No R22060007 between the County of Delaware and PennDOT establishing maximum reimbursement at \$350,000.00 for Preliminary Engineering required for County Bridge #12 Matson Road replacement in Chester Heights Borough over West Branch Chester Creek. Subject to Solicitor's approval.

7.AD Approval of Change Order #1 to Contract between LJ Paoletta and the County of Delaware for Phase 3 Yeadon Wellness Center for construction of the Demising Wall for a fee not to exceed \$116,919.53. Subject to Solicitor's approval.

7.AE Approval to use Council-approved 2022 Postage Budget to fill Pitney Bowes Reserve Account which is used to place postage on all outgoing mail being processed through the County Mailroom. Not to exceed Mailroom budget of \$240,000. Subject to Solicitor's approval.

7.AF Approval to submit a Grant to the Pennsylvania Department of Transportation for Community Traffic Safety Program.

7.AG Approval of Contract for Fair Acres Social Workers, CY 2022.

7.AH Approval to purchase four (4) Stretchers from Stryker off of COSTARS contract for the Medical Examiner's office in the amount of \$206,304.63.

7.AI Approval of a Professional Services Agreement with Michelle Miller to serve as the Deputy Warden for Security at the George W Hill Correctional Facility in an amount not to exceed \$115,000.00. Subject to Solicitor's approval.

7.AJ Approval to submit an application to the Putting Assets to Work Incubator, sponsored by the Government Finance Officers Association and the Sorenson Impact Center.

The motion to approve the Consent Agenda items was seconded by Christine A Reuther and carried unanimously.

8) Agreements / Contracts / Amendments / Purchases

8.A Approval to Amend Contract #13/21 between the Department of Human Services, Mental Health, and Child Guidance Resource Centers, Inc. to increase the contract. The funds will be utilized to provide rental assistance for individuals. Subject to Solicitor's approval.

Motion made by Elaine Paul Schaefer to Amend Contract #13/21 between the Department of Human Services, Mental Health, and Child Guidance Resource Centers, Inc. to increase the contract. The funds will be utilized to provide rental assistance for individuals. Subject to Solicitor's approval. The motion was seconded by Kevin M Madden and carried with an abstention vote being registered by Christine A Reuther.

8.B Approval of a Solar Option Agreement with Remco Group LLC, providing for an Option to Lease a portion of County land located on the grounds of GW Hill Jail, for the purpose of locating a solar energy production facility, subject to the terms set forth therein. Subject to Solicitor's approval.

Motion made by Elaine Paul Schaefer to approve of a Solar Option Agreement with Remco Group LLC, providing for an Option to Lease a portion of County land located on the grounds of GW Hill Jail, for the purpose of locating a solar energy production facility, subject to the terms set forth therein. Subject to Solicitor's approval. The motion was seconded by Christine A Reuther and carried unanimously.

8.C Approval to award a contract to Joe Nick K9 LLC to assume responsibility, retain, and rehome 3 K9 patrol dogs over a period of up to four months for an amount not to exceed \$34,200. Subject to Solicitor's approval.

Motion made by Christine A Reuther to table this item to award a contract to Joe Nick K9 LLC to assume responsibility, retain, and rehome 3 K9 patrol dogs over a period of up to four months for

an amount not to exceed \$34,200. Subject to Solicitor's approval. The motion was seconded by Elaine Paul Schaefer and carried unanimously.

9) Miscellaneous

9.A Approval to make payment to the Archdiocese of Philadelphia (the "Archdiocese") in the amount of \$2,695,000 and \$152,500.00 to Sproul Road Developers, LLC as additional Equitable Just Compensation, in payment for certain property taken by the County pursuant to an eminent domain taking filed in July 2021, in full and final satisfaction of all remaining claims from the Archdiocese for the value of its property. Subject to Solicitor's approval.

Motion made by Elaine Paul Schaefer to make payment to the Archdiocese of Philadelphia (the "Archdiocese") in the amount of \$2,695,000 and \$152,500.00 to Sproul Road Developers, LLC as additional Equitable Just Compensation, in payment for certain property taken by the County pursuant to an eminent domain taking filed in July 2021, in full and final satisfaction of all remaining claims from the Archdiocese for the value of its property. Subject to Solicitor's approval. The motion was seconded by Kevin M Madden and carried unanimously.

10) Appointments

10.A Approval to appoint Shelly A. Buck to the Delaware County Workforce Development Board in the business category for a term ending December 31, 2024.

Motion made by Elaine Paul Schaefer to appoint Shelly A. Buck to the Delaware County Workforce Development Board in the business category for a term ending December 31, 2024. The motion was seconded by Christine A Reuther and carried unanimously.

11) Tax Collection Refund(s)

11.A Approval of Central Tax Collection Department's request for seventeen (17) Court Ordered refunds for the years 2021 and 2022 for properties in the City of Chester, Townships of Concord, Haverford, Lower Chichester, Marple, Middletown, Newtown, Radnor and Upper Providence and Boroughs of Norwood and Prospect Park in the total amount of \$49,985.31.

Motion made by Elaine Paul Schaefer to approve Central Tax Collection Department's request for seventeen (17) Court Ordered refunds for the years 2021 and 2022 for properties in the City of Chester, Townships of Concord, Haverford, Lower Chichester, Marple, Middletown, Newtown, Radnor and Upper Providence and Boroughs of Norwood and Prospect Park in the total amount of \$49,985.31. The motion was seconded by Christine A Reuther and carried unanimously.

11.B Approval of Central Tax Collection Department's request for refunds for the year 2022 County Real Estate Tax for eight (8) property owners due to overpayment for the amount of taxes due.

Motion made by Elaine Paul Schaefer to approve Central Tax Collection Department's request for refunds for the year 2022 County Real Estate Tax for eight (8) property owners due to overpayment for the amount of taxes due. The motion was seconded by Kevin M Madden and carried unanimously.

12) Request by the Controller's Office for payment of current bills

Motion made by Elaine Paul Schaefer to approve the Request by the Controller's Office for payment of current bills. The motion was seconded by Kevin M Madden and carried unanimously.

13) Communications from the Executive Director

14) Solicitor

15) Public Comment

16) Council Remarks

17) Adjourn

Motion made by Christine A Reuther to adjourn the meeting. The motion was seconded by Elaine Paul Schaefer and carried unanimously.

ANNE M. COOGAN, County Clerk



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Jonathan Lichtenstein, Solicitor

ITEM TYPE: Ordinance

AGENDA SECTION: Ordinance(s)

SUBJECT: First Reading of Ordinance 2022-7 amending Chapter 29 of the County Code relating to contractors.

EXPENSE BUDGET LINE ITEM ACCOUNT: N/A

ESTIMATED/ACTUAL COST OF REQUEST: N/A

FUNDING SOURCE: N/A

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:
[Background for Ordinance 2022-7 \(Contracting\).pdf](#)
[Ordinance 2022-7_CLEAN_v2 \(first reading\).pdf](#)

Considerations Regarding Public Works Contracting

Delaware County Council

June 1, 2022

Many states and local jurisdictions in the U.S. face critical contracting needs now and in the future, including those for public works and infrastructure projects, that will require significant efforts to plan, manage and oversee major capital investments in both the short and long term; *see* PRESIDENT’S COUNCIL OF ECON. ADVISORS, ECONOMIC BENEFITS AND IMPACTS OF EXPANDED INFRASTRUCTURE INVESTMENT 3 (2018) (estimating \$4.6 trillion in infrastructure investment is needed between 2016 and 2025).

Using reliable and efficient procurement procedures helps ensure that infrastructure and other public works projects are delivered with reasonable certainty, in a safe, timely manner, and in accordance with contract specifications and applicable industry codes at the lowest overall cost and best value.

Securing successful delivery of projects in the construction industry is particularly difficult because of the unique, complex, unpredictable and inherently dangerous nature of the industry; errors in project planning or execution can result in serious health and safety risks to project workers and/or the general public, significant and avoidable cost overruns, flawed or inferior projects, and disruptions in performance schedules that delay the availability and use of critical government facilities; MAUREEN CONWAY & ALLISON GERBER, ASPEN INST., WORKFORCE STRATEGIES INITIATIVE, CONSTRUCTION PRE-APPRENTICESHIP PROGRAMS: RESULTS FROM A NATIONAL SURVEY 6-7 (2009)(discussing complicating factors in successful delivery of construction projects and the risks of using poorly trained workers).

It requires efficient procurement procedures to adequately protect and promote government’s financial and proprietary interests in these projects and to offset performance risks inherent to public works contracting. These procedures include using clearly defined, pre-established evaluation criteria to address the unique challenges of capital construction and to result in the selection of qualified, reputable contractors and subcontractors that are committed to its goals of safe, timely, cost-effective project delivery. Public works contracts should be performed by qualified “responsible” contractors and subcontractors that meet essential performance criteria, including: (a) satisfactory records of past performance, including compliance with applicable laws and industry regulations; and (b) adequate present performance capabilities, including contractor and subcontractor competency and availability of skilled craft personnel.

Effective contracting procedure must recognize and address unique challenges relating to procurement in the construction industry, including the following:

(a) Construction is a transient industry which requires a careful review of a firm’s past performance as well as its current capabilities.

(b) Construction is an inherently dangerous industry that requires craft personnel to receive proper safety training; Geetha M. Waehrer et al., *Costs of Occupational Injuries in Construction in the United States*, 39 ACCIDENT ANALYSIS & PREVENTION 1258 (2007)(construction is a high risk industry and accounts for disproportionate share of work-related injuries); Bureau of Labor Statistics, *Fatalities in the Construction Industry*, MONTHLY LAB. REV., July 2014 (industry accounts for 40% of all fatal work-related falls).

(c) Under virtually any market conditions, construction projects require assurances of a reliable supply of well-trained craft personnel because it is a highly skilled, labor intensive industry.

(d) The construction industry is currently facing acute, worsening skill shortages, and such conditions pose major risks to the planning and execution of capital construction projects; CONSTRUCTION LABOR MARKET ANALYZER, CONSTRUCTION USERS ROUNDTABLE (CURT), THE LONG-TERM OUTLOOK FOR CONSTRUCTION 6 (2017)(estimating impending deficit of 1.5 million skilled workers through 2022 in the construction industry); *see also*, Gabriela Rico, *Labor Shortage, steel-cost uncertainties halt work on highly anticipated Oro Valley senior community*, ARIZONA DAILY STAR (June 9, 2018) (discussing how labor shortage caused cancellation of \$100 million senior living center); Chirs Ramirez, *Labor shortage causes Exxon to shift construction plans*, CORPUS CHRISTI CALLER-TIMES (Aug. 9, 2017) (discussing how shortage of welders in the Gulf Coast delayed construction of world’s largest ethylene plant); Ben DuBose, *ECF ’16: Energy Contractors Need Newcomers to Ease Labor Shortage*, HYDROCARBON PROCESSING (Mar. 1, 2016) (discussing how labor shortage contributes to a 65% failure rate among mega-projects in Gulf Coast Region); Gavin Aronsen, *Labor Shortage Delays DuPont Plant Completion*, AMES TRIBUNE (Jan. 9, 2015) (discussing

how the shortage of qualified workers delayed the completion of a \$200 million DuPont ethanol plant in Iowa); Press Release, *Unfilled Construction Jobs at Post-Recession High*, Nat'l Ass'n of Home Builders (June 13, 2019) (finding 404,000 job openings were unfilled in the construction industry, the most since the Great Recession).

Because of acute labor shortages in construction craft personnel, leading construction industry groups, including trade associations representing project owners, such as the Construction Users Roundtable (CURT), have repeatedly issued strong recommendations to parties purchasing construction services for large capital projects to adopt a pre-qualification standard that requires contractors and subcontractors to prove their participation in craft labor training programs in order to bid or perform work on projects.

Such recommendations are specifically designed to protect the project owner's financial and proprietary interests in capital projects by ensuring that such firms provide skill training to construction craft personnel and have an adequate supply of trained, skilled construction workers to perform their projects; CURT, WP-1101, SKILLED LABOR SHORTAGE RISK MITIGATION (January 2015)(recommending that, to address skill challenges, project owners require contractors to provide skills training as a condition of bidding projects); MATT HELMER & DAVE ALTSTADT, ASPEN INST., WORKFORCE STRATEGIES INITIATIVE, APPRENTICESHIP: COMPLETION AND CANCELLATION IN THE BUILDING TRADES 8-9 (2013)(proposing a requirement that all contractors participating in publicly funded projects participate in registered apprenticeship programs); ROBERT LERMAN ET AL., BENEFITS AND CHALLENGES OF REGISTERED APPRENTICESHIP: SPONSORS' PERSPECTIVE ii (2009)(finding that 97% of employer-sponsors of registered apprenticeship programs would recommend the program to others and that over 80% of sponsors cited filling the demand for skilled workers as a "very important" benefit of apprenticeship); CURT, CONFRONTING THE SKILLED WORKFORCE SHORTAGE (June 2004)(recommending all owners prequalify contractors on the basis of craft training); DAVID H. BRADLEY & STEPHEN A. HERZENBERG, CONSTRUCTION APPRENTICESHIP AND TRAINING IN PENNSYLVANIA 3 (2002)(describing "free rider" market failure that incentivizes employers to under-train construction workers in the absence of apprenticeship programs); *Restoring the Dignity of Work: Transforming the U.S. Workforce Development System Into a World Leader (RT-335)*, NCCER (July 2018) ("Owners should only do business with contractors who invest in training and maintain the skills of their workforce.").

In seeking to ensure the adequate development of trained, skilled personnel for the construction industry, as well as other industries, the United States Congress passed the Fitzgerald Act, Pub. L. No. 75-308, 50 Stat. 664, which created a system in which workers could be properly trained in construction skills and safety procedures through organized, formally registered apprenticeship training programs that meet established quality, safety and performance standards, and such programs are approved and monitored by the U.S. Department of Labor and state labor agencies, including the Pennsylvania State Apprenticeship Council.

Numerous construction industry organizations, as well as notable public policy groups, support apprenticeship as an effective means for providing craft labor personnel with essential training and skills, while providing them with valuable employment opportunities. Examples include: Associated Builders and Contractors ("ABC has become the world leader in apprenticeship and craft training in the merit shop construction industry."), <https://www.abc.org/Education-Training/Craft-Training-Apprenticeship>; *see also*, ABC Eastern PA Chapter ("ABC Apprenticeship program has played a critical role in developing our apprentices into Journeyworkers. They've gained the knowledge and hands on skills needed to be successful in the field and have played an integral part in growing our organization and allowing us the opportunity to expand into different locations and markets."); North America's Building Trade Unions ("apprenticeship programs train workers to become, highly-skilled . . . construction workers through a debt-free, technologically-advanced education . . . earn-as-you-learn programs with family-sustaining wages and provide health care coverage and retirement benefits"), <https://nabtu.org/apprenticeship-and-training>; Center for American Progress ("Apprenticeship is a proven worker training strategy that combines on-the-job training with classroom instruction . . . [f]or workers, apprenticeship means a real job that leads to a credential that is valued in the labor market. Apprentices are paid for their time spent on the job, accumulate little to no student debt, and are generally retained once they have successfully completed their programs; Aspen Institute ("Efforts to increase the number of apprenticeships have broad bipartisan support with advocates at the federal, state, and local levels.

At the federal level, both the Trump and Obama administrations prioritized expanding apprenticeship programs as a way to align the needs of workers and employers. In Congress, the Apprenticeship and Jobs Training Act of 2017—seeks to expand the use of apprenticeships through an employer tax credit—has earned bipartisan support" in both the House and Senate), <https://www.aspeninstitute.org/blog-posts/apprenticeships-as-model-of-skills-based-training>.

Research from both government and industry underscores the need to expand the use of apprenticeship training across the economy, especially in construction, as a means for promoting skills training to address current and future workforce development needs; such reports include a joint report issued by various agencies of the federal government—U.S. DEP'TS OF LABOR, COMMERCE, EDUC., & HEALTH & HUMAN SERVS., WHAT WORKS IN JOB TRAINING: A SYNTHESIS OF THE EVIDENCE 8 (2014); WORKFORCE TRAINING & EDUC. COORDINATING BD., WORKFORCE TRAINING RESULTS 2015 5, 47-49 (2015)(showing that, compared to other worker training programs in Washington state, apprenticeship training was “very successful” and ranked first in: increased annualized earnings for workers, net participant benefits, net public benefits, and present value of net returns to taxpayers); U.S. DEP'T OF COMMERCE, ECON. & STATISTICS ADMIN. & CASE WESTERN RESERVE UNIV., THE BENEFITS AND COSTS OF APPRENTICESHIP: A BUSINESS PERSPECTIVE (showing apprenticeship programs are unanimously supported by participating employers and highly cost-effective due to numerous factors, including higher productivity of trained workers, improved safety, improved project quality, more reliable project staffing, and reduction in employee turnover); COUNCIL OF ECON. ADVISORS, ADDRESSING AMERICA'S RESKILLING CHALLENGE 7-8 (2018)(showing that Federal, state, and local governments in the U.S. spend “far less” on retraining and reskilling than other advanced economies); Federal Executive Order promoting expanded use of apprenticeship to train U.S. workforce: Exec. Order No. 13,801, 82 Fed. Reg. 28,229 (June 20, 2017).

Recognizing the value created by apprenticeship training and the significant return-on-investment apprenticeship programs produce for employers, the Executive Branch has taken steps through Executive Orders and the creation of a task force devoted to apprenticeships to support and encourage the expansion of apprenticeship training programs nationwide in conjunction with private and public entities; Exec. Order No. 13,845, 83 Fed. Reg. 35,099 (July 24, 2018) (creating a National Council for the American Worker to promote apprenticeship and training programs as a means of addressing the skills crisis facing the nation); TASK FORCE ON APPRENTICESHIP EXPANSION, FINAL REPORT TO THE PRESIDENT OF THE UNITED STATES 15 (2018) (estimating that every dollar spent by employers on apprenticeship yields a return of \$1.47).

The courts have consistently recognized that states and local jurisdictions seeking to protect substantial financial and proprietary interests have the right to enact contracting and procurement legislation and/or to impose contract bid specifications designed to ensure the performance capabilities of prospective contractors and subcontractors and their employees, including apprenticeship training requirements and other craft labor qualifications; *see Bldg. & Constr. Trades Council of the Metro. Dist. v. Associated Builders & Contractors of Mass. & R.I., Inc.*, 507 U.S. 218 (1993); *Associated Builders & Contractors v. Mich. Dep't of Labor & Econ. Growth*, 543 F.3d 275 (6th Cir. 2008); *Hotel Emps. & Restaurant Emps. Union, Local 57 v. Sage Hospitality Res., LLC*, 390 F.3d 206 (3d Cir. 2004); *Associated Builders & Contractors, Inc. v. New Castle Cnty.*, 144 F. Supp. 3d 633 (D. Del. 2015); *Allied Constr. Indus. v. City of Cincinnati*, 879 F.3d 215 (6th Cir. 2018); *Associated Builders & Contractors, E. Pa. Chapter, Inc. v. Cnty. of Northampton*, 376 F. Supp. 3d 476 (E.D. Pa. 2019), *aff'd*, --- F. App'x ---- (3d Cir. 2020) (unpublished decision).

Apprenticeship training programs which are registered with and approved by federal or state agencies, and maintained in accordance with regulations issued pursuant to the Fitzgerald Act, provide the most reliable means for securing a reliable supply of qualified craft labor for capital projects, and further recognizes that essential levels of work quality, safety and cost-efficiency on its public works projects will be better achieved by requiring the use of contractors and subcontractors that participate in bona fide apprenticeship programs with a proven record of graduating apprentices and providing effective skill training in the construction industry; U.S. DEP'T OF LABOR EMP'T & TRAINING ADMIN., REGISTERED APPRENTICESHIP FACT-SHEET 1 (2000) (workers that complete apprenticeships are more motivated, more productive, and have lower workers' compensation costs because of training programs' emphasis on safety); PAUL M. GOODRUM, CONSTRUCTION INDUSTRY CRAFT TRAINING IN THE UNITED STATES AND CANADA (2000) (finding that for a single capital construction project, each dollar invested in craft training yields a return of \$1.30 to \$3.00); DEBBIE REED ET AL., AN EFFECTIVENESS ASSESSMENT AND COST-BENEFIT ANALYSIS OF REGISTERED APPRENTICESHIP IN 10 STATES xiv (2012) (finding that the social benefit of an individual completing an apprenticeship training program exceeds the social costs by \$49,000).

COUNTY OF DELAWARE PENNSYLVANIA

ORDINANCE No. 2022-7

AN ORDINANCE OF THE COUNTY OF DELAWARE, COMMONWEALTH OF PENNSYLVANIA AMENDING AND RESTATING CHAPTER 29 OF THE COUNTY CODE RELATING TO CONTRACTORS.

WHEREAS, pursuant to § 1-10 of the Code (the "Code") of the County of Delaware, Commonwealth of Pennsylvania (the "County"), the Code may be amended by ordinances of the County Council when passed and adopted in such form as to indicate the intention of the County Council to be a part of the Code; and

WHEREAS, Chapter 29 of the Code sets forth provisions regarding the qualification of contractors for certain County public works projects; and

WHEREAS, County Council has been presented considerations regarding the current public works contract environment and the need for significant changes to its procurement standards for public works construction to address these considerations, limit project delivery risks, protect its financial and proprietary interests, and better ensure efficient procurement and successful delivery of these projects; and

WHEREAS, County Council is committed to addressing the challenges it faces relating to public works projects by enacting necessary and appropriate procurement legislation to protect its proprietary and financial interests and create adequate safeguards to ensure the successful delivery of such projects to the fullest extent possible; and

WHEREAS, Chapter 29 of the Code was last revised in 2007, and County Council desires to update and modernize the provisions of Chapter 29 of the Code;

IT IS HEREBY ENACTED AND ORDAINED BY County Council of Delaware County, Commonwealth of Pennsylvania as follows:

SECTION 1. The Code shall be amended to replace Chapter 29 of the Code in its entirety to read as set forth in Exhibit A attached hereto.

SECTION 2. Any and all other ordinances or parts of ordinances in violation or in conflict with the terms, conditions and provisions of this ordinance are hereby repealed to the extent of such irreconcilable conflict.

SECTION 3. The terms, conditions and provisions of this ordinance are hereby declared to be severable, and should any portion, part or provision of this ordinance be found by a court of competent jurisdiction to be invalid, unenforceable or unconstitutional, County Council hereby declares its intent that the ordinance shall have been enacted without regard to the invalid, unenforceable or unconstitutional portion, part or provision of this ordinance.

SECTION 4. This Ordinance shall take effect on the tenth day after its adoption.

ENACTED AND ORDAINED by County Council of the County of Delaware, Pennsylvania,
this day of 2022.

COUNTY OF DELAWARE

Dr. Monica Taylor, Chair

Elaine Paul Schaefer, Vice Chair

Kevin M. Madden

Christine A. Reuther

Richard R. Womack, Jr.

Attested:

Anne M. Coogan
County Clerk

Exhibit A

Chapter 29 CONTRACTORS

§ 29-1. Purpose

- A. Delaware County recognizes that there is a need to ensure that all work on public construction and maintenance contracts is performed by responsible, qualified firms that maintain the capacity, expertise, personnel and other qualifications and resources necessary to successfully perform such contracts in a timely, reliable and cost-effective manner.
- B. To effectuate the purpose of selecting responsible contractors for these public contracts and to protect Delaware County's investments in such contracts, prospective contractors and sub-contractors should be required to meet pre-established, clearly defined, minimum qualification standards regarding past project performance in terms of competency, safety and law compliance, technical abilities, experience, and adequacy of resources.
- C. Further, due to the critical impact that skilled craft labor has on the execution of public works projects, and the increasingly limited availability of such labor, it is necessary to require contractors and subcontractors to participate in proven apprenticeship training programs as a condition of bidding to promote successful project delivery and help ensure future workforce development.
- D. Therefore, Delaware County shall require compliance with the provisions of this Chapter by business entities seeking to provide services as specified herein. The requirements of this Chapter are intended to supplement, not replace, existing contractor qualification standards or other criteria currently required by Delaware County. However, in the event that this Chapter conflicts with any law, public policy or contracting documents of Delaware County, the requirements of this Chapter shall prevail.

§ 29-2. Responsible Contractor Requirements

- A. This Chapter shall apply to contracts valued at \$750,000 or more for public works projects undertaken by Delaware County for construction, demolition, alteration, renovation, modernization, service or maintenance of buildings, structures or facilities. All contractors and subcontractors of any tier that perform work on such projects, regardless of value of individual contract or subcontract packages shall meet the requirements of this Chapter.
- B. All firms engaged in public works contracts subject to this Chapter, including general contractors, construction managers, other lead or prime contractors, and subcontractors at any level, shall be qualified, responsible contracting firms that have sufficient capabilities in all respects to successfully perform contracts on which they are engaged, including the necessary experience, equipment, technical skills and qualifications and organizational, financial and personnel resources. Firms bidding or otherwise participating in public works contracts shall also be required to have a satisfactory past performance record and a satisfactory record of law compliance, integrity and business ethics.
- C. This Chapter does not apply to work incident to the installation of specialized equipment pursuant to either warranty requirements or manufacturers' requirements.
- D. Compliance with this Chapter and compliance with the provisions of Article V (Central Purchasing) of the Administrative Code are separate requirements which need to be independently satisfied.

§ 29-3. Contractor Responsibility Certifications

- A. As a condition of performing work on a public works contract subject to this Chapter, a general contractor, construction manager or other lead or prime contractor seeking award of a contract shall submit a Contractor Responsibility Certification as specified herein.

- B. The Contractor Responsibility Certification shall be completed on a form provided by Delaware County and reference the project for which a bid is being submitted by name and contract or project number.
- C. In the Contractor Responsibility Certification the construction manager, general contractor or other lead or prime contractor shall confirm the following facts regarding its past performance and work history and its current qualifications and performance capabilities:
- (1) The firm and its employees have all licenses, registrations, certificates or other credentials required by federal and state law and the laws of Delaware County with respect to the contract work it seeks to self-perform.
 - (2) The firm meets the bonding requirements for the contract required by law or contract specifications, as well as applicable insurance requirements for the contract, including general liability, workers compensation and unemployment insurance.
 - (3) The firm has not been debarred or suspended by any federal, state or local government agency or authority in the past three years.
 - (4) The firm has not defaulted on any project in the past three years.
 - (5) The firm has not had any type of business, contracting or trade license, registration or certification revoked or suspended in the past three years.
 - (6) The firm and its principals/owners have not been convicted of any crime relating to its contracting business in the past ten years.
 - (7) Within the past three years, the firm has not been found in violation of any law applicable to its contracting business, including, but not limited, to licensing laws, tax laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$5,000) or more.
 - (8) The firm will employ a sufficient number of craft labor personnel required to successfully perform any project work it self-performs or shall use qualified subcontractors to meet this requirement and shall assign workers to perform only work in their respective craft or trade for which they have sufficient skills and training, or shall use qualified subcontractors to meet this requirement.
 - (9) The firm will pay all craft employees on the project, at a minimum, the applicable wage and fringe benefit rates, as established for the classification in which the worker is employed, in accordance with the Pennsylvania Prevailing Wage Act (43 P.S. § 165-1 et seq.).
 - (10) The firm will ensure that all craft labor it employs on the project will have completed, prior to working on the project the OSHA 10-hour training course for safety established by the U.S. Department of Labor. If the firm is a prime contractor, it shall also ensure that at least one person on the project has completed the OSHA 30-hour construction training course established by the U.S. Department of Labor
 - (11) The firm participates in a Class A Apprenticeship Training Program, as defined below, for each separate trade or classification in which it employs craft employees.
 - (a) For purposes of this section, a Class A Apprenticeship Program is an apprenticeship program registered with and approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journey person status for at least three of the past five years. This may be an apprenticeship program subject to the Employee Retirement Income Security Act of 1974, 29 U.S.C. § 1001 et seq. ("ERISA"), or a non-ERISA program.
 - (b) To demonstrate compliance with this section, the firm shall provide, with this certification, a list of all trades or classifications of craft employees it will employ on the project and

documentation verifying it participates in a Class A Apprenticeship Program for each trade or classification listed.

- (c) The requirements of this section and Section 29-3.C(12) help ensure that the bulk of the craft labor workforce employed on the project will have sufficient skills and training to correctly perform work assigned to them.
 - (12) The construction manager, general contractor or other lead or prime contractor responsible for the project shall ensure that at least 70 percent of the craft labor workers employed on the project shall be comprised of either journeyperson workers who have successfully completed a Class A Apprenticeship Program as defined in Section 29-3.C(10) or apprentices registered in such programs. The apprenticeship participation of specified by this section must be in the same trade or craft for which the workers are employed on the project.
 - (13) The firm shall assign craft labor personnel only work in the craft or trade in which they are employed.
 - (14) The firm has all other technical qualifications and resources, including equipment, personnel and financial resources, to successfully perform the referenced contract and shall maintain such capabilities throughout the duration of the project, or will obtain same through the use of qualified, responsible subcontractors or vendors
 - (15) The firm shall notify Delaware County within seven days of any material changes in its operation that relate to any matter attested to in this certification.
- D. Execution of the Contractor Responsibility Certification required by this Chapter shall not establish a presumption of contractor responsibility, and Delaware County may require any additional information it deems necessary to evaluate a firm's status as a responsible contractor, including information regarding the firm's technical qualifications, financial capacity or other resources and performance capabilities. Delaware County may require that such information be included in a separate Statement of Qualifications and Experience or as an attachment to the Contractor Responsibility Certification.
 - E. The submitting firm shall stipulate in the Contractor Responsibility Certification that, if it receives a Notice of Intent to Award Contract, it will provide a Subcontractor List and required subcontractor information as specified in Section 29-5.
 - F. If the submitting firm has ever operated under another name or is controlled by another company or business entity or in the past five years controlled or was controlled by another company or business entity, whether as a parent company, subsidiary or in any other business relation, it shall attach an appendix to its Contractor Responsibility Certification that explains in detail the nature of any such relationship. Additional information may be required from such an entity if the relationship in question could potentially impact contract performance.
 - G. If a firm fails to provide a Contractor Responsibility Certification required by this section, it may be disqualified from bidding. No action of any nature shall lie against Delaware County because of its refusal to accept a bid for this reason.

§ 29-4. Notice of Intent to Award Contract

- A. After it has received bids for a project, Delaware County shall issue a Notice of Intent to Award Contract to the firm that has submitted the lowest responsive bid.
- B. Such Notice shall be issued immediately or as soon as practicable after bids are opened and shall stipulate that the contract award is conditioned on the issuance of a written Contractor Responsibility Determination for the firm as required by Section 29-6, compliance with Subcontractor Certifications required by Section 29-5, and any other qualification standards required by Delaware County.

§ 29-5. Subcontractor Responsibility Requirements

- A. Within fourteen (14) days of receiving a Notice of Intent to Award Contract, the prospective awardee shall submit a Subcontractor List, which provides the name and address of the subcontractors it will use on the project, the scope of work assigned to each subcontractor, and Subcontractor Responsibility Certifications as required by this section. The Director of Public Works may extend such deadline for submission upon good justification from a prospective awardee as to the delayed response.
- B. The prospective awardee shall not be permitted to use a subcontractor on any work performed for Delaware County unless it has identified the subcontractor on its Subcontractor List and provided a Subcontractor Responsibility Certification in accordance with the requirements of Section 29-5.
- C. At the time a prospective awardee submits the Subcontractor List it shall also submit Subcontractor Responsibility Certifications and applicable supporting information for all listed subcontractors to Delaware County.
- D. A prospective awardee shall determine whether any firm on its Subcontractor List is organized as a sole proprietorship owned and operated by a single person. This shall apply to subcontractors at any tier. For any such entity, the prospective awardee shall ensure that the sole proprietorship subcontractor is a legitimate business entity and not a misclassified employee by requiring the subcontractor to supplement its Subcontractor Certification with its Employer Identification Number and copies of any license, certificate or registration it is required to maintain in to do business in the state in which it is located.
- E. Subcontractor Responsibility Certifications shall be executed by the respective subcontractors on forms prepared by Delaware County and contain the same information, representations and supporting information required in Contractor Responsibility Certifications, including verification of apprenticeship qualifications required by Section 29-3.C(11) for each trade or classification of craft workers it will employ on the project.
- F. Subcontractor Responsibility Certifications shall be executed by a person having sufficient knowledge to address all matters in the certification and shall include an attestation stating, under the penalty of perjury, that all information submitted is true, complete and accurate.
- G. A subcontractor listed on a firm's Subcontractor List shall not be substituted unless written authorization is obtained from Delaware County and a Subcontractor Responsibility Certification is provided for the substitute subcontractor.
- H. In the event that Delaware County determines that a subcontractor fails to meet the requirements of this Chapter or is otherwise determined to be non-responsible, it may, after informing the prospective awardee, exercise one of the following options:
 - (1) Permit the awardee to substitute a qualified, responsible subcontractor in accordance with the requirements of this section, upon submission of a completed Subcontractor Certification for the substitute and approval of the substitute by Delaware County.
 - (2) Require the awardee to self-perform the work in question if the firm has the required experience, licenses and other qualifications to perform the work in question; or
 - (3) Disqualify the prospective awardee.
- I. In the event a subcontractor is disqualified under this Chapter, the general contractor, construction manager or other lead or prime contractor shall not be permitted to make any type of claim against Delaware County on the basis of a subcontractor disqualification.

§ 29-6. Contractor Responsibility Review and Determination

- A. After Delaware County has issued a Notice of Intent to Award Contract to the lowest responsive bidder, it shall undertake a contractor responsibility review process to determine whether the firm is a

qualified, responsible firm in accordance with the requirements of this Chapter and other applicable laws and regulations. The time frame for conducting this review process shall be as determined by Delaware County.

- B. As part of the review process, Delaware County shall ensure that the Contractor Responsibility Certification and Subcontractor Responsibility Certifications and applicable supporting information comply with the requirements of this Chapter.
- C. Delaware County may conduct any additional inquiries to verify that the prospective awardee and its subcontractors have the technical qualifications and performance capabilities necessary to successfully perform the contract and that the firms have a sufficient record of law compliance and business integrity to justify the award of a public contract. In conducting such inquiries, Delaware County may seek relevant information from the firm, its prior clients or customers, its subcontractors or any other relevant source.
- D. After Delaware County determines that all responsibility certifications have been properly executed and has verified that all other relevant information requested for reviews indicates that the prospective awardee and its subcontractors are qualified, responsible firms, it shall issue a written Contractor Responsibility Determination for the prospective awardee.
- E. In the event a firm is determined to be non-responsible, Delaware County shall notify the firm and proceed to conduct a responsibility review of the next lowest, responsive bidder or, if necessary, rebid the project. A Responsibility Determination may be revoked at any time if Delaware County obtains relevant information warranting any such revocations.

§ 29-7. Execution of Final Contract

- A. A contract subject to this Chapter shall not be executed until all requirements of this Chapter have been fulfilled and until a Contractor Responsibility Determination has been issued by Delaware County pursuant to Section 29-6.
- B. Prior to the execution of a final contract under this Section, Delaware County shall publicly post the Notice of Intent to Award, Contractor and Subcontractor Responsibility Certifications, Subcontractor Lists, related supporting documentation and the Contractor Responsibility Determination on a publicly available website for public inspection for a period of ten (10) calendar days after the issuance of the Contractor Responsibility Determination.

§ 29-8. False, Incomplete or Misleading Responsibility Certifications.

- A. If Delaware County determines that a Contractor Certification, Subcontractor List or Subcontractor Responsibility Certification contains false or misleading information that was provided knowingly or with reckless disregard for the truth or omits material information knowingly or with reckless disregard of the truth, the firm for which the certification was submitted shall be disqualified from the project and shall be prohibited from performing work for Delaware County for a period of three years. Delaware County may withhold payment of any monies due to the firm as damages and impose other applicable penalties and sanctions, including contract termination, as permitted by law or contract.



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Joanne Phillips, Controller

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Announcement by Controller that the Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate for Excellence in Financial Reporting to the County of Delaware for its annual comprehensive financial report for the fiscal year ended December 31, 2020.

EXPENSE BUDGET LINE ITEM ACCOUNT: NA

ESTIMATED/ACTUAL COST OF REQUEST: NA

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: The County of Delaware has been awarded the Certificate of Excellence by the GFOA for the report for year ending December 31, 2020. The report was judged by an impartial panel of the GFOA who determined the report met the high standards of the program, which includes demonstrating the constructive spirit of full disclosure. One stated goal of the program is to clearly communicate the financial story of the County. The Certificate is the highest form of recognition in the

area of governmental accounting and financial reporting. It represents a significant accomplishment by a government. The preparation and submission of the report has been the responsibility of the Controller and the Controller's office.

ATTACHMENTS:



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Anne Coogan, County Council

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Update on Broomall Lake Negotiation.

EXPENSE BUDGET LINE ITEM ACCOUNT: n/a

ESTIMATED/ACTUAL COST OF REQUEST: n/a

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Anne Coogan, County Council

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Update on Orange Street Lot.

EXPENSE BUDGET LINE ITEM ACCOUNT: n/a

ESTIMATED/ACTUAL COST OF REQUEST: none

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Anne Coogan, County Clerk

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Update on Behavioral Health.

EXPENSE BUDGET LINE ITEM ACCOUNT: none

ESTIMATED/ACTUAL COST OF REQUEST: none

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Adrienne Marofsky, Public Relations

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Announcing the Delaware County Senior Games.

EXPENSE BUDGET LINE ITEM ACCOUNT: 0

ESTIMATED/ACTUAL COST OF REQUEST: 0

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Adrienne Marofsky, Public Relations

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Announcement: Delaware County's Juneteenth Celebration.

EXPENSE BUDGET LINE ITEM ACCOUNT: 0

ESTIMATED/ACTUAL COST OF REQUEST: 0

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Adrienne Marofsky, Public Relations

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Announcement: Wear Orange Held June 3-5, 2022.

EXPENSE BUDGET LINE ITEM ACCOUNT: 0

ESTIMATED/ACTUAL COST OF REQUEST: 0

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Anne Coogan, Public Relations

ITEM TYPE: Announcement(s)

AGENDA SECTION: Announcement(s)

SUBJECT: Announcement: Delaware County Concert Summer Series is beginning June 15, 2022.

EXPENSE BUDGET LINE ITEM ACCOUNT: n/a

ESTIMATED/ACTUAL COST OF REQUEST: none

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Margie McAboy, District Attorney

ITEM TYPE: Grant

AGENDA SECTION: Agreements / Contracts / Amendments / Purchases

SUBJECT: Approval to accept a grant awarded by the Pennsylvania Commission on Crime and Delinquency to the County of Delaware in the amount of \$2,000,000 for a two-year period beginning 2/1/2022 - 1/31/24 to expand and support the District Attorney's Gun Violence Intervention program known as the Chester Partnership for Safe Neighborhoods.

EXPENSE BUDGET LINE ITEM ACCOUNT: N/A

ESTIMATED/ACTUAL COST OF REQUEST: No County match is required.

FUNDING SOURCE: Grant

REVENUE TYPE:

PURCHASING:

GRANTS: Approval to Accept Grant

ADDITIONAL COMMENTS: In order to apply for this grant, applicants were pre-screened by PCCD and were only permitted to make an application upon conditional approval. Upon receiving conditional approval, applicants were instructed to make no public announcements unless and until the applicant had received the final award notice from PCCD. As a result, permission to apply for this grant was not requested from Council. The application process for this grant was quite protracted, which is why the indicated

start date for the grant is several months ago. It is anticipated that an extension to the grant term will be requested to ensure that the program has a 24-month term.

ATTACHMENTS:

[36733_ VIP - Chester Partnership for Safe Neighborhoods_2022-05-13_140503.pdf](#)

**PENNSYLVANIA COMMISSION ON CRIME
AND DELINQUENCY**

PCCD USE ONLY

Applicant Hereby Applies to the PCCD for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
1/26/2022	1/26/2022	2022-SF-VI 36733

1. Type of Funds for which you are applying	COVID-SFR Pandemic Response (Federal 21.027 SFR)		
2. Applicant	Name Of Applicant: Delaware County Executive Director		
	Federal I.D.: 23-6003046		County: Delaware
	Street Address Line 1: 201 West Front Street		
	Address Line 2: County Government Center Building		Address Line 3:
	City: Media	State: PA	Zip: 19063-2708
3. Recipient Agency	Delaware County Executive Director		
4. Project Director	Name: Ms. Margie McAboy		Title: Public Information Officer
	Agency:		
	Street Address Line 1: 201 W. Front Street		
	Address Line 2:		Address Line 3:
	City: Media	State: PA	Zip: 19063
5. Financial Officer	Name: Ms. Liz Tortorelli		Title: Office Administrator
	Agency: Delaware County Executive Director		
	Street Address Line 1: 201 West Front Street		
	Address Line 2: County Government Center Building		Address Line 3:
	City: Media	State: PA	Zip: 19063-2708
6. Contact	Name: Ms. Margie McAboy		Title: Public Information Officer
	Agency:		
	Street Address Line 1: 201 W. Front Street		
	Address Line 2:		Address Line 3:
	City: Media	State: PA	Zip: 19063
7. Brief Summary of Project	Short Title (May not exceed 50 characters)		
	VIP - Chester Partnership for Safe Neighborhoods		
	(Do Not Exceed Space Provided)		
	Funding will support and expand the District Attorney's group violence intervention program in the City of Chester.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	530,206.00
EMPLOYEE BENEFITS	210,800.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	347,489.00
CONSULTANTS	911,505.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	2,000,000.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	2,000,000.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	2,000,000.00	100%

10. Project Start Date: 2/1/2022

Project End Date: 1/31/2024

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

SIGNATURE OF ATTESTING OFFICER

TITLE OF ATTESTING OFFICER

Delaware County Executive Director

NAME OF APPLICANT AGENCY

By: _____

Title: _____

By: _____

Title: _____

By: _____

Title: _____

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

SOLICITOR

APPROVED: _____

CONTROLLER

DISTRICT ATTORNEY
(VS applications only)

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

PCCD Executive Director or designee

COMPTROLLER OPERATIONS

DATE

DATE

Approved as to form and legality:

COUNSEL TO PCCD

35-FA-1.2
OFFICE OF GENERAL COUNSEL

35-FA-1.2
DEPUTY ATTORNEY GENERAL

DATE

DATE

DATE

12. BUDGET DETAILS**A. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	YEAR 2	TOTAL
Delaware County Executive Director	1,027,133.00	972,867.00	2,000,000.00
Total:	1,027,133.00	972,867.00	2,000,000.00

Recipient Agency: Delaware County Executive Director

BY CATEGORY	YEAR 1	YEAR 2	TOTAL
PERSONNEL	265,103.00	265,103.00	530,206.00
EMPLOYEE BENEFITS	105,400.00	105,400.00	210,800.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00	0.00
EQUIPMENT	0.00	0.00	0.00
SUPPLIES & OPERATING EXPENSES	193,350.00	154,139.00	347,489.00
CONSULTANTS	463,280.00	448,225.00	911,505.00
CONSTRUCTION	0.00	0.00	0.00
OTHER	0.00	0.00	0.00
Total:	1,027,133.00	972,867.00	2,000,000.00

Applicant Agency: Delaware County Executive Director

BY SOURCE	YEAR 1	YEAR 2	TOTAL
FEDERAL	1,027,133.00	972,867.00	2,000,000.00
STATE	0.00	0.00	0.00
PROJECT INCOME	0.00	0.00	0.00
INTEREST	0.00	0.00	0.00
STATE MATCH	0.00	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00	0.00
IN-KIND MATCH	0.00	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00	0.00
Total:	1,027,133.00	972,867.00	2,000,000.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

YEAR 1

PERSONNEL

Justification: Funds are requested to hire a Program Coordinator, a Case Manager, and a Lead Community Resource Specialist and a second Community Resource Specialist. The Program Coordinator will support all aspects of the program, including the supervision of staff, as well as coordination with the District Attorney's Office and other community organizations. The Case Manager will be responsible for conducting assessments of individuals referred to the program for mental health, behavioral health and substance abuse services. In consultation with the Community Resource Specialists, the Case Manager will recommend additional supports as needed. The Lead Community Resource Specialist and the second Community Resource Specialist will coordinate with the schools, the police department, the District Attorney's office, and community organizations to identify at-risk individuals who would benefit from program services.

COST

Position: Program Coordinator
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
37.5	x 52	x 43.60	85,020.00
Standard working hours per week: 37.500 hrs.		% Budgeted Hours: 100	

Position: Case Manager
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
37.5	x 52	x 33.33	64,994.00
Standard working hours per week: 37.500 hrs.		% Budgeted Hours: 100	

Position: Community Resource Specialist
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
30	x 52	x 25.65	40,014.00
Standard working hours per week: 30.000 hrs.		% Budgeted Hours: 100	

Position: Lead Community Resource Specialist
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
37.5	x 52	x 38.50	75,075.00
Standard working hours per week: 37.500 hrs.		% Budgeted Hours: 100	

Personnel - Year 1 Total: 265,103.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

EMPLOYEE BENEFITS

Justification: The staff members running the program will be employed by Delaware County and will receive all the benefits afforded to County employees.

COST

Position: Case Manager

Name: TBD

% Budgeted Hours: 100.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	4,972.00	4,972.00	100.00
Medical	N/A	37,157.00	37,157.00	100.00
Worker's Compensation	N/A	455.00	455.00	100.00
Retirement	N/A	2,782.00	2,782.00	100.00
Unemployment Compensation	N/A	221.00	221.00	100.00
Other	Life Insurance	78.00	78.00	100.00
Totals:		45,665.00	45,665.00	

Position: Program Coordinator

Name: TBD

% Budgeted Hours: 100.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	6,504.00	6,504.00	100.00
Medical	N/A	48,606.00	48,606.00	100.00
Worker's Compensation	N/A	595.00	595.00	100.00
Retirement	N/A	3,639.00	3,639.00	100.00
Unemployment Compensation	N/A	289.00	289.00	100.00
Other	Life Insurance	102.00	102.00	100.00
Totals:		59,735.00	59,735.00	

Employee Benefits - Year 1 Total: 105,400.00

SUPPLIES & OPERATING EXPENSES

Justification: Case Management Expenses: Funds are needed to meet the needs of the high-risk individuals identified by the Community Resource Specialists and the Case Manager, in consultation with the Program Coordinator and the Deputy District Attorney. It is anticipated that these funds will be used on a case-by-case basis to pay for items such as driver's license replacement/restoration (fees range from \$25 - \$1,000), birth certificate replacement, driver's license test, Commercial Drivers License (CDL) classes and CDL testing. In our experience, obtaining a CDL license can be enormously beneficial to an at-risk individual. Jobs are plentiful and the pay is decent. However, cost can be a significant barriers to entry in obtaining such a license. While there is considerable variation in the amounts charged by commercial driving schools, we estimate that the average cost for an individual is approximately \$4000, when the cost of the course, the testing, and the permit fees are combined. All expenses will be approved by the Program Coordinator, in consultation with the Deputy District Attorney.

Funding has been requested for transportation expenses in order to support the ability of Program participants to obtain needed services. For purposes of this expenses item, we have attempted to estimate the average cost of an Uber or Lyft ride from the City of Chester to one of the possible service providers. While bus passes are also an option, experience to date suggests that the easier that we can make it to encourage participation, the greater the benefit to Program participants. The Program Coordinator will be responsible for giving prior approval to each transportation expense, and an account will be set up with the provider (Uber or Lyft) to track expenses. No cash will be distributed to participants. A fundamental premise of the GVI approach is that at-risk individuals must be given a choice - "We will help you if you let us, and we will stop you if you don't" is the phrase that captures this philosophy. It will be critically important that -- once an individuals has been identified as an at-risk individual who would benefit from Program services -- the Case Manager and the Community Resource Specialists can access needed services in a timely way. A failure to deliver on the Program's promises will undermine its credibility in the community.

A license for Fusus will enable the County to enhance law enforcement efforts throughout Delaware County.

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

License Plate Readers: Nearly 70% of crime involves a vehicle nationwide. That is likely an underestimate when it comes to violent crime in Delaware County. License plate readers are technology that identify vehicles, tracks leads, and helps law enforcement capture the evidence to solve crime. In fact, with the use of automated license plate readers, law enforcement officers have a better chance of decreasing the crime rate. Automatic license plate readers can read up to 900 plates per minute. Automated license plate readers are high-speed cameras that can quickly catch photographs of license plate numbers to capture their location at a specific time and date. Automated License Plate readers are vital to track vehicles that are used as getaway vehicles in homicides, non-fatal shootings, and robberies. They have already aided in at least four homicide investigations in 2021 (out of ten in Chester). The relation to anti-violence is relatively straightforward. Such a valuable tool helps solve crime and make arrests. However, we can't arrest our way out of gun violence. That being said, better tools and less reliance on scared witnesses and witness testimony provide community with confidence that we're arresting the right people. Furthermore, it also helps mend the relationship between community and police. There is a direct correlation between police distrust and violent crime. If we can address that distrust, it can aid in lowering gun violence in Delaware County. Better tools, more successful investigations, and more justice for innocent victims of gun violence demonstrate that law enforcement's dogged pursuit of justice for victims of crime in the City of Chester and in Delaware County. This helps boost confidence and trust in police.

In year 1, eight cameras will be purchased covering two intersections (each intersection requires four cameras). The cost for the cameras, and the ongoing license and maintenance cost is \$4,250 per camera, or \$2,125 per year. (Please note, however, that the full amount of \$34,000 will be paid in year one – but that amount will cover the cost of maintaining the cameras for year two.) There are no components costing more than \$5,000. A quote is attached to the documents section.

Office Supplies: The Program Coordinator, Case Manager, Community Resource Specialists will be housed in the District Attorney's satellite location in Chester (which also houses the District Court for Chester). Each staff person will need a laptop, a cell phone. In addition, additional furniture (office chairs, desks, and cubicle dividers) and printers will be needed. A small conference room table and chairs will permit the staff to meet collectively with the public, as well as with the staff of the District Attorney's office and the Chester Police Department. The office space and related utilities (lights, HVAC) will be provided by the County.

Wipe Out Your Warrant/Expungement Events will be held to afford members of the community an opportunity to dispose of outstanding warrants and/or clear old records. These events support the overall goals of the Program by building trust among the community, law enforcement, and the court system. The most significant expense associated with hosting such an event involves advertising and the purchase of meals for the volunteers who staff the event.

The applicant proposes to offer programming throughout the year, targeted at young people and their families. The proposed events are: (i) winter DJ/Rap contest; (ii) MileUp, a spring/summer running program; (iii) Summer Bidy League Basketball; (iv) CPSN Days Chester City pool; (v) Fall Basketball Tournament. Each event will require advertising (print and social media), food, and t-shirts for participants. Funding is requested to pay for the cost of admission to the Chester City Pool in order to hold "CPSN Days" at the pool. Although the public is permitted to use the Chester City pool, there is an admission fee for both adults and children. Paying admission for families to enter the pool will encourage participation, increase engagement with the community, and promote a positive summer activity for children and youth. The Program Coordinator will make arrangements with the staff at the pool (who are employed by the City of Chester) to track admissions, and payment will be made to the City, not to the participants. No cash will be distributed to attendees. The Winter DJ/Rap contest will require prizes for contestants. The Summer Bidy League Basketball will distribute small trophies for most improved, best attendance, etc. In an effort to encourage participation, each of the planned programs for kids and families will have food as an element. It is anticipated that hot dogs, water, chips and cookies will be sufficient in most cases. The MileUp program will be more focused on "healthy" choices and will include granola bars and water, not hot dogs and chips. The food available at the Wipe Out Your Warrant event will be adult sandwiches, water, chips, and cookies. Food is made available at that event as a way to thank the volunteers on whom the event depends.

The consultant who will run the MileUp running program (Students Run Philly Style) has recommended that some funding should be available to purchase shoes for participants to ensure that participants have acceptable foot wear.

Funds have been allocated to purchase social media spots to both advertise CPSN programming and to distribute the videos that CPSN plans to produce featuring formerly incarcerated men.

COST

Supply Item: Case Management Expenses - License Replacement/Restoration

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	20.00	100.00	2,000.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Office Expenses - Laptops for Staff

Unit Cost Per Item	Quantity	% Applied To Grant	
1,000.00	4.00	100.00	4,000.00

Supply Item: Office Expenses - Cell Phones (Purchase Price of Phone)

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	4.00	100.00	400.00

Supply Item: Lunch (Hot Dogs, Soda, Chips)- Bidy Summer Basketball League

Unit Cost Per Item	Quantity	% Applied To Grant	
13.50	75.00	100.00	1,013.00

Supply Item: Wipe Out Your Warrant Events - Food (sandwiches, chips, cookies, drink

Unit Cost Per Item	Quantity	% Applied To Grant	
12.50	20.00	100.00	250.00

Supply Item: Case Management Expenses - Driver's License Testing Fees

Unit Cost Per Item	Quantity	% Applied To Grant	
25.00	15.00	100.00	375.00

Supply Item: License for Fusus

Unit Cost Per Item	Quantity	% Applied To Grant	
100,000.00	1.00	100.00	100,000.00

Supply Item: Case Management Expenses - Duplicate Birth Certificate

Unit Cost Per Item	Quantity	% Applied To Grant	
30.00	5.00	100.00	150.00

Supply Item: Case Management Expenses - CDL Classes/Testing/License

Unit Cost Per Item	Quantity	% Applied To Grant	
4,000.00	1.00	100.00	4,000.00

Supply Item: Case Management Expenses - Transportation Expenses

Unit Cost Per Item	Quantity	% Applied To Grant	
17.00	201.00	100.00	3,417.00

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 1

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

Supply Item: Office Expenses - Cubicle Dividers with Two Built in Desks

Unit Cost Per Item	Quantity	% Applied To Grant	
2,025.00	2.00	100.00	4,050.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Office Expenses - Desk Chairs

Unit Cost Per Item	Quantity	% Applied To Grant	
150.00	4.00	100.00	600.00

Supply Item: Office Expenses - Conference Rm Table

Unit Cost Per Item	Quantity	% Applied To Grant	
525.00	1.00	100.00	525.00

Supply Item: Office Expenses - Cf Rm Chairs

Unit Cost Per Item	Quantity	% Applied To Grant	
150.00	4.00	100.00	600.00

Supply Item: Office Expenses - Printer

Unit Cost Per Item	Quantity	% Applied To Grant	
269.00	1.00	100.00	269.00

Supply Item: Lunch (Hot Dogs, Soda, Chips) - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
13.50	75.00	100.00	1,013.00

Supply Item: T-Shirts - Summer Bidy League

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	75.00	100.00	750.00

Supply Item: T-Shirts - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	75.00	100.00	750.00

Supply Item: Print Advertising (Newspaper/Flyers) - Summer Bidy League

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Social Media Advertising - Summer Bidy League

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: Social Media Advertising - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: Print Advertising (Newspaper/Flyers) - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item:	Print Advertising (Newspaper/Flyers)- CPSN Days at Pool				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	2,500.00	1.00	100.00		2,500.00
Supply Item:	Social Media Advertising - CPSN Days at Pool				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	700.00	1.00	100.00		700.00
Supply Item:	T-Shirts - CPSN Days at Pool				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	10.00	50.00	100.00		500.00
Supply Item:	Lunch (Hot Dogs, Soda, Chips) - CPSN Days at Pool				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	13.50	50.00	100.00		675.00
Supply Item:	Admission Fees (Adult) - Chester City Pool				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	10.00	20.00	100.00		200.00
Supply Item:	Admission Fees (Children) - Chester City Pool				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	5.00	30.00	100.00		150.00
Supply Item:	Social Media Advertising - Wipe Out Your Warrant Event				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	700.00	1.00	100.00		700.00
Supply Item:	Print Advertising (Newspaper/Flyers) - Wipe Out Your Warrant				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	2,500.00	1.00	100.00		2,500.00
Supply Item:	Snacks (Daily Water, Granola Bar, Fruit) - Mile-Up				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	4.00	1,200.00	100.00		4,800.00
Supply Item:	T-Shirts - MileUp				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	10.00	25.00	100.00		250.00
Supply Item:	Social Media Advertising - MileUp				
	Unit Cost Per Item	Quantity	% Applied To Grant		
	700.00	1.00	100.00		700.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Shoes - MileUp

Unit Cost Per Item	Quantity	% Applied To Grant	
50.00	20.00	100.00	1,000.00

Supply Item: Print Advertising (Newspaper/Flyers) - MileUp

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Social Media Advertising - Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: Print Advertising (Newspaper/Flyers) - Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Food (Hot Dogs, Soda, Chips) - Winter DJ Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
13.50	75.00	100.00	1,013.00

Supply Item: License Plate Readers

Unit Cost Per Item	Quantity	% Applied To Grant	
17,000.00	2.00	100.00	34,000.00

Supply Item: T-shirts - Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	75.00	100.00	750.00

Supply Item: Prizes - Gift Certificates- Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
25.00	10.00	100.00	250.00

Supply Item: Prizes - Trophies for Basketball tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	10.00	100.00	100.00

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 2

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 3

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 4

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

Supply Item: Social Media Distribution - Videos of formerly Incarcerated

Unit Cost Per Item	Quantity	% Applied To Grant	
1,500.00	1.00	100.00	1,500.00

Supplies & Operating Expenses - Year 1 Total: 193,350.00

CONSULTANTS - CONSULTANT

Justification: Enhancing the presence of law enforcement personnel on the streets of the City of Chester is vital to the success of this program. The financial situation of the City makes it impossible for it to support the presence of an adequate number of police officers. The Chester Police Department is a critical part of, and has a very close working relationship with, the members of the Gun Violence Task Force. Due to the dire financial condition of the City of Chester (the City is in receivership), without the resources provided to the Chester Police Department through the DAO, it would be impossible for the Department to conduct the community policing activities and intelligence gathering activities that are essential to the success of the GVI. The requested resources would be used to continue the “Safe Streets” program in which officers are required to be on foot patrol, out of their patrol cars, and focused on building relationships with the individuals in the community they are charged with policing. This funding would ensure that both the community policing element of GVI and the “intelligence” side of the GVI are able to continue.

Gun violence is not the only pernicious problem in the City of Chester. Another is the scourge of illegal dump sites, abandoned properties and overgrown lots. Research has clearly connected a reduction in crime to improvements in the physical space. Outside contractors (waste haulers and landscapers) will be required to perform clean-up and landscape restoration services at the illegal dump sites that have been previously identified. In order to maintain the sites, additional lighting will be added to each cleaned up site. The services of the Chester Public Works Department (or other suitable entity) will be required to maintain the sites. Cleaning, greening and maintaining these sites will further the goals of the Program by improving the quality of life in the community, and in so doing, build trust between the community and law enforcement.

Funds have been requested for a consultant to provide Psychological Services so that the Program will be able to offer trauma-informed care using one of the mental health providers currently working in the City of Chester. In some cases, the expense will be limited to paying the co-pay of an insured participant, in other cases, the services may be needed on an hourly fee-for-service basis. Funds have also been requested for a consultant to provide Mentoring Services. Work to date on the Chester GVI has demonstrated that at-risk individual, particularly young people, often can benefit from an ongoing relationship with a mentor, ideally one from the Chester community. Mentoring services can sometimes fill gaps between psychological, educational and job-readiness support services. There are a number of organizations in the Chester community that provide such mentoring services, and we have established relationships with a number of them. Funds have also been requested for a consultant to provide Educational (and job readiness) support services in order to address those members of the community that might fall outside the scope of existing programs. For example, Pathstone provides services for free to individuals 18-26 who have a criminal record. However, we want to make sure that we can obtain such services (trade school classes, GED support, tutoring) for individuals identified by the Program as needing such services.

The Partnership plans to enhance programming for families and young people in the City of Chester throughout the year. The Chester Bidy League is the longest youth basketball league in the City, having been established in 1955. On a flat fee basis, the League will organize special camps and/or tournaments. We propose to have a summer camp and a fall tournament. Funds have also been requested to support a Spring/Fall youth running program modeled on the Students Run Philly Style. MileUp is a youth diversion program that brings running and mentorship to youth facing delinquency charges. We also propose to have a winter DJ/Rap contest that will be run by a musician hired from the community. The basketball and running events are intended to improve the health of the participants and provide positive outlets for young people in the community. The Winter DJ/Rap event is intended to provide a positive experience for contestants and for attendees, and an effort will be made to encourage personnel from Chester law enforcement to participate as attendees.

The CPSN plans to engage a videographer/editor to produce and edit short public service announcements utilizing incarcerated

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

individuals and formerly incarcerated individuals. The focus of these short pieces (which will be distributed utilizing social media) is to educate young people about the true costs associated with spending time incarcerated. CPSN will utilize its contacts at the Chester Upland School District to determine the best way to distribute the videos in order to maximize their impact. The plan is to use an independent consultant to produce the videos. CPSN have been in touch with a group of formerly incarcerated men from SCI Chester who have expressed a desire to participate in a project where they would speak to kids in the community using social media. We do not have the in-house capability to produce videos, so we would hire a professional videographer/editor to assist with this project. Funds have also been allocated to support the purchase of social media channels for distribution of the videos. The following TBD consultants will be chosen competitively and documentation will be kept on file:

- Landscaping Services
- Installation of new lighting
- Clean-up of illegal dump sites
- Consultant - Mentoring Services
- Consultant - Psychological Services

COST

Name / Position:	TBD Clean-up of illegal dump sites			
Service Provided:	Clean-up illegal dump sites - 25 sites			
	Cost per	Duration		
	46,564.00 (Flat Fee)	--		46,564.00
Name / Position:	TBD Landscaping Services			
Service Provided:	Landscaping services for cleaned sites			
	Cost per	Duration		
	16,956.00 (Flat Fee)	--		16,956.00
Name / Position:	TBD Installation of new lighting			
Service Provided:	Installation of new lighting at 25 cleaned sites			
	Cost per	Duration		
	18,000.00 (Flat Fee)	--		18,000.00
Name / Position:	City of Chester Public Works Dept			
Service Provided:	Upkeep of cleaned sites			
	Cost per	Duration		
	36,000.00 (Flat Fee)	--		36,000.00
Name / Position:	Chester Police Department - Police Officer 2			
Service Provided:	Law Enforcement - Police Officer			
	Cost per	Duration		
	53.00 per Hour	x 1820 Hour(s)		96,460.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Name / Position:	Chester Police Department - Police Officer 1			
Service Provided:	Law Enforcement - Police Officer			
	Cost per 53.00 per Hour	Duration x 1820 Hour(s)		96,460.00
Name / Position:	Chester Police Department - Police Officer 3			
Service Provided:	Law Enforcement - Police Officer			
	Cost per 53.00 per Hour	Duration x 1820 Hour(s)		96,460.00
Name / Position:	TBD Consultant - Psychological Services			
Service Provided:	Consultant - Psychological Services			
	Cost per 75.00 per Hour	Duration x 185 Hour(s)		13,875.00
Name / Position:	TBD Consultant - Educational Support Services			
Service Provided:	Consultant - Educational Support Services			
	Cost per 50.00 per Hour	Duration x 100 Hour(s)		5,000.00
Name / Position:	TBD Consultant - Mentoring Services			
Service Provided:	Consultant - Mentoring Services			
	Cost per 75.00 per Hour	Duration x 111 Hour(s)		8,325.00
Name / Position:	Chester Bidy League			
Service Provided:	Organize and Run Summer Youth Basketball Camp			
	Cost per 7,500.00 (Flat Fee)	Duration --		7,500.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Name / Position:	Chester Bidy League			
Service Provided:	Organize and Run a Fall Youth 3x3 Basketball Tournament			
	Cost per		Duration	
	7,500.00 (Flat Fee)		--	7,500.00
Name / Position:	Students Run Philly Style			
Service Provided:	Provide coaches/ instructional material for running program			
	Cost per		Duration	
	5,000.00 (Flat Fee)		--	5,000.00
Name / Position:	TBD DJ/Rap Performer			
Service Provided:	DJ/Rap Performer to Run a DJ/Rap Contest			
	Cost per		Duration	
	2,500.00 (Flat Fee)		--	2,500.00
Name / Position:	TBD Videography and Editing			
Service Provided:	Public Service Announcements - Videographer/Editor			
	Cost per		Duration	
	6,680.00 (Flat Fee)		--	6,680.00

Consultants - Consultant - Year 1 Total: 463,280.00

YEAR 1 TOTAL: 1,027,133.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

YEAR 2

PERSONNEL

Justification: Funds are requested to hire a Program Coordinator, a Case Manager, and a Lead Community Resource Specialist and a second Community Resource Specialist. The Program Coordinator will support all aspects of the program, including the supervision of staff, as well as coordination with the District Attorney's Office and other community organizations. The Case Manager will be responsible for conducting assessments of individuals referred to the program for mental health, behavioral health and substance abuse services. In consultation with the Community Resource Specialists, the Case Manager will recommend additional supports as needed. The Lead Community Resource Specialist and the second Community Resource Specialist will coordinate with the schools, the police department, the District Attorney's office, and community organizations to identify at-risk individuals who would benefit from program services.

COST

Position: Program Coordinator
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
37.5	x 52	x 43.60	85,020.00
Standard working hours per week: 37.500 hrs.		% Budgeted Hours: 100	

Position: Case Manager
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
37.5	x 52	x 33.33	64,994.00
Standard working hours per week: 37.500 hrs.		% Budgeted Hours: 100	

Position: Community Resource Specialist
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
30	x 52	x 25.65	40,014.00
Standard working hours per week: 30.000 hrs.		% Budgeted Hours: 100	

Position: Lead Community Resource Specialist
Name: TBD

# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
37.5	x 52	x 38.50	75,075.00
Standard working hours per week: 37.500 hrs.		% Budgeted Hours: 100	

Personnel - Year 2 Total: 265,103.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

EMPLOYEE BENEFITS

Justification: The staff members running the program will be employed by Delaware County and will receive all the benefits afforded to County employees.

COST

Position: Case Manager

Name: TBD

% Budgeted Hours: 100.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	4,972.00	4,972.00	100.00
Medical	N/A	37,157.00	37,157.00	100.00
Worker's Compensation	N/A	455.00	455.00	100.00
Retirement	N/A	2,782.00	2,782.00	100.00
Unemployment Compensation	N/A	221.00	221.00	100.00
Other	Life Insurance	78.00	78.00	100.00
Totals:		45,665.00	45,665.00	

Position: Program Coordinator

Name: TBD

% Budgeted Hours: 100.00

Benefit	Other Benefit Name	Total Benefit Cost	Cost of Benefit paid by Grant	% Budgeted Cost
FICA	N/A	6,504.00	6,504.00	100.00
Medical	N/A	48,606.00	48,606.00	100.00
Worker's Compensation	N/A	595.00	595.00	100.00
Retirement	N/A	3,639.00	3,639.00	100.00
Unemployment Compensation	N/A	289.00	289.00	100.00
Other	Life Insurance	102.00	102.00	100.00
Totals:		59,735.00	59,735.00	

Employee Benefits - Year 2 Total: 105,400.00

SUPPLIES & OPERATING EXPENSES

Justification: Case Management Expenses: Funds are needed to meet the needs of the high-risk individuals identified by the Community Resource Specialists and the Case Manager, in consultation with the Program Coordinator and the Deputy District Attorney. It is anticipated that these funds will be used on a case-by-case basis to pay for items such as driver's license replacement/restoration (fees range from \$25 - \$1,000), birth certificate replacement, driver's license test, Commercial Drivers License (CDL) classes and CDL testing. In our experience, obtaining a CDL license can be enormously beneficial to an at-risk individual. Jobs are plentiful and the pay is decent. However, cost can be a significant barriers to entry in obtaining such a license. While there is considerable variation in the amounts charged by commercial driving schools, we estimate that the average cost for an individual is approximately \$4000, when the cost of the course, the testing, and the permit fees are combined. All expenses will be approved by the Program Coordinator, in consultation with the Deputy District Attorney.

Funding has been requested for transportation expenses in order to support the ability of Program participants to obtain needed services. For purposes of this expenses item, we have attempted to estimate the average cost of an Uber or Lyft ride from the City of Chester to one of the possible service providers. While bus passes are also an option, experience to date suggests that the easier that we can make it to encourage participation, the greater the benefit to Program participants. The Program Coordinator will be responsible for giving prior approval to each transportation expense, and an account will be set up with the provider (Uber or Lyft) to track expenses. No cash will be distributed to participants. A fundamental premise of the GVI approach is that at-risk individuals must be given a choice - "We will help you if you let us, and we will stop you if you don't" is the phrase that captures this philosophy. It will be critically important that -- once an individuals has been identified as an at-risk individual who would benefit from Program services -- the Case Manager and the Community Resource Specialists can access needed services in a timely way. A failure to deliver on the Program's promises will undermine its credibility in the community.

A license for Fusus will enable the County to enhance law enforcement efforts throughout Delaware County.

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

License Plate Readers: Nearly 70% of crime involves a vehicle nationwide. That is likely an underestimate when it comes to violent crime in Delaware County. License plate readers are technology that identify vehicles, tracks leads, and helps law enforcement capture the evidence to solve crime. In fact, with the use of automated license plate readers, law enforcement officers have a better chance of decreasing the crime rate. Automatic license plate readers can read up to 900 plates per minute. Automated license plate readers are high-speed cameras that can quickly catch photographs of license plate numbers to capture their location at a specific time and date. Automated License Plate readers are vital to track vehicles that are used as getaway vehicles in homicides, non-fatal shootings, and robberies. They have already aided in at least four homicide investigations in 2021 (out of ten in Chester). The relation to anti-violence is relatively straightforward. Such a valuable tool helps solve crime and make arrests. However, we can't arrest our way out of gun violence. That being said, better tools and less reliance on scared witnesses and witness testimony provide community with confidence that we're arresting the right people. Furthermore, it also helps mend the relationship between community and police. There is a direct correlation between police distrust and violent crime. If we can address that distrust, it can aid in lowering gun violence in Delaware County. Better tools, more successful investigations, and more justice for innocent victims of gun violence demonstrate that law enforcement's dogged pursuit of justice for victims of crime in the City of Chester and in Delaware County. This helps boost confidence and trust in police.

In year 1, eight cameras will be purchased covering two intersections (each intersection requires four cameras). The cost for the cameras, and the ongoing license and maintenance cost is \$4,250 per camera, or \$2,125 per year. (Please note, however, that the full amount of \$34,000 will be paid in year one – but that amount will cover the cost of maintaining the cameras for year two.) There are no components costing more than \$5,000. A quote is attached to the documents section.

Office Supplies: The Program Coordinator, Case Manager, Community Resource Specialists will be housed in the District Attorney's satellite location in Chester (which also houses the District Court for Chester). Each staff person will need a laptop, a cell phone. In addition, additional furniture (office chairs, desks, and cubicle dividers) and printers will be needed. A small conference room table and chairs will permit the staff to meet collectively with the public, as well as with the staff of the District Attorney's office and the Chester Police Department. The office space and related utilities (lights, HVAC) will be provided by the County.

Wipe Out Your Warrant/Expungement Events will be held to afford members of the community an opportunity to dispose of outstanding warrants and/or clear old records. These events support the overall goals of the Program by building trust among the community, law enforcement, and the court system. The most significant expense associated with hosting such an event involves advertising and the purchase of meals for the volunteers who staff the event.

The applicant proposes to offer programming throughout the year, targeted at young people and their families. The proposed events are: (i) winter DJ/Rap contest; (ii) MileUp, a spring/summer running program; (iii) Summer Bidy League Basketball; (iv) CPSN Days Chester City pool; (v) Fall Basketball Tournament. Each event will require advertising (print and social media), food, and t-shirts for participants. Funding is requested to pay for the cost of admission to the Chester City Pool in order to hold "CPSN Days" at the pool. Although the public is permitted to use the Chester City pool, there is an admission fee for both adults and children. Paying admission for families to enter the pool will encourage participation, increase engagement with the community, and promote a positive summer activity for children and youth. The Program Coordinator will make arrangements with the staff at the pool (who are employed by the City of Chester) to track admissions, and payment will be made to the City, not to the participants. No cash will be distributed to attendees. The Winter DJ/Rap contest will require prizes for contestants. The Summer Bidy League Basketball will distribute small trophies for most improved, best attendance, etc. In an effort to encourage participation, each of the planned programs for kids and families will have food as an element. It is anticipated that hot dogs, water, chips and cookies will be sufficient in most cases. The MileUp program will be more focused on "healthy" choices and will include granola bars and water, not hot dogs and chips. The food available at the Wipe Out Your Warrant event will be adult sandwiches, water, chips, and cookies. Food is made available at that event as a way to thank the volunteers on whom the event depends.

The consultant who will run the MileUp running program (Students Run Philly Style) has recommended that some funding should be available to purchase shoes for participants to ensure that participants have acceptable foot wear.

Funds have been allocated to purchase social media spots to both advertise CPSN programming and to distribute the videos that CPSN plans to produce featuring formerly incarcerated men.

Supply Item:	Unit Cost Per Item	Quantity	% Applied To Grant	<u>COST</u>
Case Management Expenses - License Replacement/Restoration	100.00	20.00	100.00	2,000.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Lunch (Hot Dogs, Soda, Chips)- Biddy Summer Basketball League

Unit Cost Per Item	Quantity	% Applied To Grant	
13.50	75.00	100.00	1,013.00

Supply Item: Wipe Out Your Warrant Events - Food (sandwiches, chips, cookies, drink

Unit Cost Per Item	Quantity	% Applied To Grant	
12.50	20.00	100.00	250.00

Supply Item: Case Management Expenses - Driver's License Testing Fees

Unit Cost Per Item	Quantity	% Applied To Grant	
25.00	15.00	100.00	375.00

Supply Item: License for Fusus

Unit Cost Per Item	Quantity	% Applied To Grant	
100,000.00	1.00	100.00	100,000.00

Supply Item: Case Management Expenses - Duplicate Birth Certificate

Unit Cost Per Item	Quantity	% Applied To Grant	
30.00	5.00	100.00	150.00

Supply Item: Case Management Expenses - CDL Classes/Testing/License

Unit Cost Per Item	Quantity	% Applied To Grant	
4,000.00	1.00	100.00	4,000.00

Supply Item: Case Management Expenses - Transportation Expenses

Unit Cost Per Item	Quantity	% Applied To Grant	
17.00	200.00	100.00	3,400.00

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 1

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

Supply Item: Lunch (Hot Dogs, Soda, Chips) - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
13.50	75.00	100.00	1,013.00

Supply Item: T-Shirts - Summer Biddy League

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	75.00	100.00	7,500.00

Supply Item: T-Shirts - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	75.00	100.00	750.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Print Advertising (Newspaper/Flyers) - Summer Bidy League

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Social Media Advertising - Summer Bidy League

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: Social Media Advertising - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: Print Advertising (Newspaper/Flyers) - Fall Basketball Tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Print Advertising (Newspaper/Flyers)- CPSN Days at Pool

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Social Media Advertising - CPSN Days at Pool

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: T-Shirts - CPSN Days at Pool

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	50.00	100.00	500.00

Supply Item: Lunch (Hot Dogs, Soda, Chips) - CPSN Days at Pool

Unit Cost Per Item	Quantity	% Applied To Grant	
13.50	50.00	100.00	675.00

Supply Item: Admission Fees (Adult) - Chester City Pool

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	20.00	100.00	200.00

Supply Item: Admission Fees (Children) - Chester City Pool

Unit Cost Per Item	Quantity	% Applied To Grant	
5.00	30.00	100.00	150.00

Supply Item: Social Media Advertising - Wipe Out Your Warrant Event

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Print Advertising (Newspaper/Flyers) - Wipe Out Your Warrant

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Snacks (Daily Water, Granola Bar, Fruit) - Mile-Up

Unit Cost Per Item	Quantity	% Applied To Grant	
4.00	1,200.00	100.00	4,800.00

Supply Item: T-Shirts - MileUp

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	25.00	100.00	250.00

Supply Item: Social Media Advertising - MileUp

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: Shoes - MileUp

Unit Cost Per Item	Quantity	% Applied To Grant	
50.00	20.00	100.00	1,000.00

Supply Item: Print Advertising (Newspaper/Flyers) - MileUp

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Social Media Advertising - Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
700.00	1.00	100.00	700.00

Supply Item: Print Advertising (Newspaper/Flyers) - Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
2,500.00	1.00	100.00	2,500.00

Supply Item: Food (Hot Dogs, Soda, Chips) - Winter DJ Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
13.50	75.00	100.00	1,013.00

Supply Item: T-shirts - Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	75.00	100.00	750.00

Supply Item: Prizes - Gift Certificates- Winter DJ or Rap Event

Unit Cost Per Item	Quantity	% Applied To Grant	
25.00	10.00	100.00	250.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Supply Item: Prizes - Trophies for Basketball tournament

Unit Cost Per Item	Quantity	% Applied To Grant	
10.00	10.00	100.00	100.00

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 2

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 3

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

Supply Item: Office Expense - Cell Phone Monthly Service - Employee 4

Unit Cost Per Item	Quantity	% Applied To Grant	
100.00	12.00	100.00	1,200.00

Supplies & Operating Expenses - Year 2 Total: 154,139.00

CONSULTANTS - CONSULTANT

Justification: Enhancing the presence of law enforcement personnel on the streets of the City of Chester is vital to the success of this program. The financial situation of the City makes it impossible for it to support the presence of an adequate number of police officers. The Chester Police Department is a critical part of, and has a very close working relationship with, the members of the Gun Violence Task Force. Due to the dire financial condition of the City of Chester (the City is in receivership), without the resources provided to the Chester Police Department through the DAO, it would be impossible for the Department to conduct the community policing activities and intelligence gathering activities that are essential to the success of the GVI. The requested resources would be used to continue the “Safe Streets” program in which officers are required to be on foot patrol, out of their patrol cars, and focused on building relationships with the individuals in the community they are charged with policing. This funding would ensure that both the community policing element of GVI and the “intelligence” side of the GVI are able to continue.

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The Partnership plans to enhance programming for families and young people in the City of Chester throughout the year. The Chester

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Biddy League is the longest youth basketball league in the City, having been established in 1955. On a flat fee basis, the League will organize special camps and/or tournaments. We propose to have a summer camp and a fall tournament. Funds have also been requested to support a Spring/Fall youth running program modeled on the Students Run Philly Style. MileUp is a youth diversion program that brings running and mentorship to youth facing delinquency charges. We also propose to have a winter DJ/Rap contest that will be run by a musician hired from the community. The basketball and running events are intended to improve the health of the participants and provide positive outlets for young people in the community. The Winter DJ/Rap event is intended to provide a positive experience for contestants and for attendees, and an effort will be made to encourage personnel from Chester law enforcement to participate as attendees.

The CPSN plans to engage a videographer/editor to produce and edit short public service announcements utilizing incarcerated individuals and formerly incarcerated individuals. The focus of these short pieces (which will be distributed utilizing social media) is to educate young people about the true costs associated with spending time incarcerated. CPSN will utilize its contacts at the Chester Upland School District to determine the best way to distribute the videos in order to maximize their impact. The plan is to use an independent consultant to produce the videos. CPSN have been in touch with a group of formerly incarcerated men from SCI Chester who have expressed a desire to participate in a project where they would speak to kids in the community using social media. We do not have the in-house capability to produce videos, so we would hire a professional videographer/editor to assist with this project. Funds have also been allocated to support the purchase of social media channels for distribution of the videos.

The following TBD consultants will be chosen competitively and documentation will be kept on file:

- Landscaping Services
- Installation of new lighting
- Clean-up of illegal dump sites
- Consultant - Mentoring Services
- Consultant - Psychological Services

COST

Name / Position:	TBD Clean-up of illegal dump sites			
Service Provided:	Clean-up illegal dump sites - 25 sites			
	Cost per	Duration		
	46,564.00 (Flat Fee)	--		46,564.00
Name / Position:	TBD Landscaping Services			
Service Provided:	Landscaping services for cleaned sites			
	Cost per	Duration		
	16,956.00 (Flat Fee)	--		16,956.00
Name / Position:	TBD Installation of new lighting			
Service Provided:	Installation of new lighting at 25 cleaned sites			
	Cost per	Duration		
	18,000.00 (Flat Fee)	--		18,000.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

<p>Name / Position: City of Chester Public Works Dept</p> <p>Service Provided: Upkeep of cleaned sites</p>	<p>Cost per 36,000.00 (Flat Fee)</p>	<p>Duration --</p>	<p>36,000.00</p>
<p>Name / Position: Chester Police Department - Police Officer 2</p> <p>Service Provided: Law Enforcement - Police Officer</p>	<p>Cost per 53.00 per Hour</p>	<p>Duration x 1820 Hour(s)</p>	<p>96,460.00</p>
<p>Name / Position: Chester Police Department - Police Officer 1</p> <p>Service Provided: Law Enforcement - Police Officer</p>	<p>Cost per 53.00 per Hour</p>	<p>Duration x 1820 Hour(s)</p>	<p>96,460.00</p>
<p>Name / Position: Chester Police Department - Police Officer 3</p> <p>Service Provided: Law Enforcement - Police Officer</p>	<p>Cost per 53.00 per Hour</p>	<p>Duration x 1820 Hour(s)</p>	<p>96,460.00</p>
<p>Name / Position: TBD Consultant - Psychological Services</p> <p>Service Provided: Consultant - Psychological Services</p>	<p>Cost per 75.00 per Hour</p>	<p>Duration x 185 Hour(s)</p>	<p>13,875.00</p>
<p>Name / Position: TBD Consultant - Educational Support Services</p> <p>Service Provided: Consultant - Educational Support Services</p>	<p>Cost per 50.00 per Hour</p>	<p>Duration x 99 Hour(s)</p>	<p>4,950.00</p>

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Delaware County Executive Director

Name / Position:	TBD Consultant - Mentoring Services			
Service Provided:	Consultant - Mentoring Services			
	Cost per		Duration	
	75.00 per Hour		x 100 Hour(s)	7,500.00
Name / Position:	Chester Bidy League			
Service Provided:	Organize and Run Summer Youth Basketball Camp			
	Cost per		Duration	
	7,500.00 (Flat Fee)		--	7,500.00
Name / Position:	Students Run Philly Style			
Service Provided:	Provide coaches/ instructional material for running program			
	Cost per		Duration	
	5,000.00 (Flat Fee)		--	5,000.00
Name / Position:	TBD DJ/Rap Performer			
Service Provided:	DJ/Rap Performer to Run a DJ/Rap Contest			
	Cost per		Duration	
	2,500.00 (Flat Fee)		--	2,500.00

Consultants - Consultant - Year 2 Total: 448,225.00

YEAR 2 TOTAL: 972,867.00

13. SECTIONS:

A. Procurement Details

1.

Subgrantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable federal law and the standards identified in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

At minimum, PCCD grant recipients and subrecipients must follow the procurement standards as written in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - [2CFR 200.318 through 200.326](#).

Methods of Procurement

Subgrantees must use one of the following methods of procurement (from 2 CFR 200.320):

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67Micro-purchase). To the extent practicable, the subgrantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the subgrantee considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (2) Proposals must be solicited from an adequate number of qualified sources;

13. SECTIONS:

- (3) The subgrantee must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (5) The subgrantee may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or
- (4) After solicitation of a number of sources, competition is determined to be inadequate.

Micro-purchase (2 CFR 200.67) means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1(Definitions). It is \$10,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Simplified acquisition threshold (2 CFR200.88) means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this manual, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation.

A proposed formal advertised or competitive negotiated procurement for which only one bid or proposal is received is deemed to be a noncompetitive procurement.

Does this application include any procurements by noncompetitive proposal?

Yes

2. If you answered "No" to question 1 above, the applicant agency must keep documentation on file to support and verify the competitive method of procurement. The applicant must also keep documentation on file which justifies the selection of the successful vendor. Does the applicant agree to keep supporting documentation as described?

A response to this question is optional and no answer was provided.

13. SECTIONS:

3. If you answered 'Yes' to Question 1 above, please fill in the grid below for each product or service to be procured by noncompetitive proposal. If you have multiple products or services, use the 'Add Row' link to allow entry into a new row of the grid.

ID	Description of Product or Service	Egrants Budget Category	\$ Value of Product or Service	Procurement Method	Vendor Name If Known
3.1	License for Fusus Real Time Crime Center	Supplies & Operating Expenses	200,000.00	Sole Source	FUSUS
3.2	Upkeep of Vacant Lots	Consultants	72,000.00	Sole Source	City of Chester Public Works
3.3	Law Enforcement Services	Consultants	578,760.00	Sole Source	City of Chester Police Dept
3.4	Basketball Coaching/Tournament Organizer	Consultants	22,500.00	Sole Source	Chester Biddy League
3.5	Newspaper Ads in City of Chester	Supplies & Operating Expenses	31,000.00	Sole Source	The Spirit
3.6	License Plate Readers	Supplies & Operating Expenses	34,000.00	Sole Source	PLATELOGIQ

4. Please respond to the following questions for each vendor or contractor identified as being procured using Sole Source: For additional vendors or contractors, select the 'Add New' link.

Proposed Sole Source Vendor #1

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

A license for FUSUS will be acquired to enable the County to utilize their proprietary video and data collaboration platform. The license is only available through FUSUS. The license fee is \$100,000 per year.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

FUSUS is the only manufacturer that builds a common operating platform that does not require a complete replacement of video cameras, recorders, servers, or network equipment at video transmitting locations. FUSUS is the sole entity with the authority to specify, implement, and service this service for our office.

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

As soon as the grant funds become available, the County will enter into a contract with the vendor. Preliminary arrangements have been underway for some time, and it is not expected that there will be issues with timeliness. Other elements of the proposed program are not dependent on this item.

13. SECTIONS:**4.4.** Provide an outline of the unique qualities of the contractor.

FususONE, the Company's flagship enterprise software management system, is the only platform of its kind on the market and there are no comparable market alternatives that meet the specifications set forth by this office. Accordingly, the product has met the criteria set by every Nationwide Agency under contract with Fusus for a sole source procurement methodology. The components of the Fusus ecosystem are: (1) fususONE™, the Real-Time Video and Incident Management Platform, (2) fususCORE™, the appliance used for video sharing, and (3) fususRegistry™, the community facing portal for live and recorded video sharing to aid in response and investigations. The fususONE™ platform offers the following unique capabilities:

- Global map-based GUI of all camera locations, and organizations partnered with the Department for sharing.
- Real-time video accessibility to over 1,000 camera and camera software manufacturers, including UAV, Robot, Helicopter and other public safety video assets that may already be in use
- CJIS Compliant Cloud Based Management (AWS Gov Cloud)
- Policy-Based Sharing rules engine including a complete chain of custody report of video access by user
- Real Time Integration with our Department's Computer Aided Dispatch Software (CAD) for automatic display of calls for service in relation to live and recorded video based on priority and type
- Apple iOS and Android Interoperability for Live View and Sharing of Incident Video, Map Telestration for Team Incident Response and Team Movement Coordination, and a Secure Chat of Digital Media by supervisors to field-based users and groups
- Artificial Intelligence Search (rapid object-based video review) & Sentry (real-time object-based alerting) capabilities
- Patent-pending "dispatch-directed payload" digital media payload sharing with assigned Officers for Calls for Service
- An Operational Dashboard for monitoring secure chat channels between Department and business community stakeholders, social media integration, local and national news channels, daily operational briefs promulgated by the Department, and emergency and safety related notifications

A fususALERT™ panic alerting mobile app for Department-designated community member locations for location alerting and policy-based video sharing during critical incidents

- fususNOTIFY™ mass notification capabilities for community SMS alerts
- fususANALYTICS™: Crime and incident heat mapping capabilities to provide location and day of week/time of day frequency analytics over specified search periods for data-driven decision making.

The fususCORE™ offers the following unique capabilities to our Office:

- Encrypted and Secure Tunnel of User selectable video feeds from video sharing locations.
- Auto-Discovery of all cameras on a network, user selectable for sharing with the Department's real-time crime interface, fususONE
- On-Board Pre-Record of Alerts – store and forward methodology optimized for slower camera host networks
- Plug and Play Setup by the video host locations, not requiring project management by the Department
- Interoperability with Existing IP Cameras and NVRs/Servers for items such as helicopter, drone, tactical robot, license plate recognition, and fixed location video
- Health Monitoring of video sharing sites, and exception alerts for priority video sources
- Public Safety-specific cellular interoperability, including First Net
- Artificial Intelligence Based Search & Alert Capabilities for both public and community-owned camera sources

The fususREGISTRY™ portal offers the following unique capabilities to your Office:

- A unique web address owned by your Department for Community Camera Registry
- An intuitive map-based camera registry interface that allows camera owners to share camera location, type, and their contact information with the Department, to aid in investigations
- A secure portal, fususVAULT™, for sharing recorded video from witnesses with the Department and to aid in investigations, plus an SMS Text based (non-APP based) video and photo sharing capability, fususTIPST™
- Aggregation of all live incident views and recorded video into a case file for export to the Department's long-term digital evidence management software (DEMS) system.

13. SECTIONS:

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

None.

4.6. Provide any other points to "sell the case."

4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.

Implementation of the FUSUS system throughout Delaware County will enhance the ability of law enforcement agencies across the County to interrupt criminal activity, and to apprehend perpetrators when crime occurs. This aid in intelligence gathering will be particularly beneficial to the many small, under-resourced municipal police departments that exist in the County. Implementation of the FUSUS system is in the best interest of PCCD.

4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

N/A

Proposed Sole Source Vendor #2

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

The Applicant plans to have up to 25 vacant lots in the City of Chester cleared of illegally dumped waste. Following the cleanup, a landscaper will perform some restoration of the sites. After the completion of those steps, the lots will continue to be maintained by the City of Chester's Public Works Department. We have allocated \$36,000 in each year of the grant to defray the cost of this upkeep.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

The City of Chester's Public Works Department is on site in the City every day. The City has union contracts to perform the type of work contemplated by this request. Under the terms of the contract, the unions have the right of first refusal to perform work falling within the scope of their contract. In the event that the union opts not to perform the services, the services will be competitively bid.

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

N/A

4.4. Provide an outline of the unique qualities of the contractor.

The CPD is on site, and familiar with the City of Chester.

13. SECTIONS:

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

None. As noted above, current union contracts provide a right of first refusal to the union employees to perform this work. Should the union opt not to perform the services, they will be competitively bid.

4.6. Provide any other points to "sell the case."

4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.

Using the CPD for this work will promote a harmonious relationship between the municipal government and the grantee. We also believe that by using the CPD for the work we will encourage the CPD to "own" these previously neglected sites and thereby encourage their involvement in the upkeep of the sites even after the current funding ceases to be available. However, if necessary, the services will be competitively bid. Having this work performed is in the best interest of PCCD.

4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

N/A

Proposed Sole Source Vendor #3

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

The City of Chester Police Department provides essential law enforcement services to the City of Chester.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

The law enforcement services required are only available through the City of Chester's police department.

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

N/A

4.4. Provide an outline of the unique qualities of the contractor.

Officers are familiar with the City and trained to perform law enforcement services for city residents.

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

4.6. Provide any other points to "sell the case."

13. SECTIONS:

- 4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.

Additional law enforcement services on street patrol are essential to the success of the applicant's gun violence prevention efforts. The officers provide the intelligence that is critical to interrupting violent incidents. A visible presence on the street improves the quality of life for all residents of the City of Chester. Providing the funding for additional street patrols in the City of Chester is in the best interest of PCCD.

- 4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

N/A

Proposed Sole Source Vendor #4

- 4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

The Chester Bidy League has been operating in the City of Chester since 1955. The organization is well known in the community, and has a long list of notable alumni. Offering a summer camp and a tournament organized by the Bidy League will bring instant credibility to the program, and we can have confidence that the camp/tournament will be run well.

- 4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

Chester Bidy League is the only Chester-based organization offering this type of "turn-key" service, and it has an established reputation in the community.

- 4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

N/A

- 4.4. Provide an outline of the unique qualities of the contractor.

It has operated in the City for decades. It has the ability to bring back notable alumni to speak at their tournaments. It has the familiarity with the facilities and the processes of the City to ensure a smooth event. It can leverage other organizations in the community to provide volunteers and support as needed.

- 4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

None

- 4.6. Provide any other points to "sell the case."

The Bidy League organized and ran a summer basketball camp for CPSN last year, and the program was very successful.

13. SECTIONS:

4.7. Provide a clear declaration that this action is in the “best interest” of PCCD.

Implementation of the Bidby League programs would be in the best interest of PCCD.

4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

N/A

Proposed Sole Source Vendor #5

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

We plan to advertise each of the planned program events in The Spirit, which is the only publication that is focused almost entirely on the residents of the City of Chester, and the small communities that border Chester.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

The item (i.e., newspaper ads focused on residents living in the City of Chester) can only be obtained at the Spirit.

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

The ads will run at different times, depending upon the schedule for the events. If for some reason the paper was unavailable to us for a particular event, we would rely more heavily on social media, flyers, and perhaps the Delco Times.

4.4. Provide an outline of the unique qualities of the contractor.

The Spirit covers activities in Chester in depth. It can often be found for free at local libraries. It is much closer to our intended audience than a larger (and more expensive) publication such as the Delco Times or the Philadelphia Inquirer.

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

N/A

4.6. Provide any other points to “sell the case.”

N/A

4.7. Provide a clear declaration that this action is in the “best interest” of PCCD.

Advertising in the Spirit validates the program's efforts to be Chester-centered. The publication is known to residents, and employs Chester residents. Funding an advertising budget for CPSN in the Spirit is in the best interest of PCCD.

13. SECTIONS:

4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

N/A

Proposed Sole Source Vendor #6

4.1. Provide a brief description including the name of the vendor of the product or service being procured and the expected procurement amount.

We propose to engage PLATELOGIQ to acquire stationary advanced license plate recognition systems. PLATELOGIQ has provided these systems to this office in the past, and the price is based on the vendors Pennsylvania State Contract, COSTARS 033-033. We have budgeted \$17,000 per year, for a total procurement amount of \$34,000.

4.2. Explanation of why it is necessary to contract non-competitively, including at least one of the four circumstances listed below: 1. The item is available only from a single source; 2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; 3. PCCD expressly authorizes noncompetitive proposals in response to a written request from the applicant; or 4. After solicitation of a number of sources, competition is determined to be inadequate. The justification may also include the following contractor qualities: a. Organizational expertise b. Management c. Knowledge of the program d. Responsiveness e. Expertise of personnel

The system that we intend to purchase is only available through PLATELOGIQ. It offers the largest network in Pennsylvania, making it possible to share information across jurisdictions. The sharing of information is unique to PLATELOGIQ and enhances the utility of the system in solving crime. The PLATELOGIQ system is fully integrated, and cannot be purchased anywhere else.

4.3. Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (for example, how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

N/A

4.4. Provide an outline of the unique qualities of the contractor.

1. Largest regional provider . 2. Integrates with the Southeastern Pennsylvania System. 3. Sharing of information across jurisdictions is unique to this vendor. 4. Fully integrated system, proprietary software available only through PLATELOGIQ.

4.5. Identify any other sources considered and cite the specific reason(s) the other sources lacked the capability to satisfy the procurement requirement.

N/A

4.6. Provide any other points to "sell the case."

We have experience with this vendor, and have relied on their system in the field. We are confident that this system will integrate fully with the FUSUS system.

4.7. Provide a clear declaration that this action is in the "best interest" of PCCD.

Utilizing the PLATLOGIQ is in the best interest of PCCD.

4.8. Conflict of interest review: The applicant must disclose any possible conflicts of interest or declare that there are no known conflicts of interest as a result of the procurement.

N/A

13. SECTIONS:

13. SECTIONS:

B. Executive Summary

Executive Summary - (length is limited to 5,000 characters; approximately one printed page)

1.

All applicants should fill out the following script and paste into the Executive Summary section:

The *[name of applicant]* is requesting \$_____ to *[provide a single sentence or two describing what you are seeking to implement with your grant funding]*.

These funds will be used for the following: *[provide bullet points of what the funds will be used for]*.

Please note that responses in this section will be used in grant summaries and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

The Delaware County District Attorney's Office is requesting \$1,868,348 over a two-year period to support and expand the DAO's Gun Violence Intervention program in the City of Chester. Specifically, funds are requested to: (i) hire a Community Engagement Program Coordinator to implement a robust calendar of community engagement activities; (ii) hire a Community Resource Specialist to assist with the identification of at-risk individuals; (iii) hire a case manager for identified at-risk individuals; (iv) supplement the resources of the Chester Police Department to ensure that adequate personnel are available to support both intelligence gathering and community engagement; (v) invest in community clean-up of illegal dump sites in the City. In addition, funding is being requested to acquire a license to implement the Fusus Real-Time Crime Center in the Cloud (RTC3) system throughout Delaware County.

13. SECTIONS:

C. VIP Project Narrative

1. Project Goal & Expected Outcomes: This description should provide an overview of the project, the goal of the project, and measurable achievements that will be associated with the funded activity. Describe what will change or be different as a result of your project's activities in the short-, mid-, and longer-term?

The Office of the District Attorney (DAO) of Delaware County is requesting \$2,000,000 over a two-year period to support and expand the DAO's group violence intervention (GVI) program in the City of Chester. Specifically, funds are requested to: (i) hire a Community Engagement Program Coordinator to implement a robust calendar of community engagement activities; (ii) hire an additional Community Resource Specialist to assist in the identification of at-risk individuals; (iii) hire a case manager for the at-risk individuals identified by the Community Resource Specialist; (iii) supplement the resources of the Chester Police Department to ensure that adequate personnel are available to support both intelligence gathering and community engagement; (iv) invest in community clean-up of illegal dump sites in the City. Additional details about each of these items and their connection to the GVI in Chester is provided below. In addition, funding is being requested to acquire a license to implement the Fusus Real-Time Crime Center in the Cloud (RTC3) system in Delaware County.

The GVI implemented by the DAO in Chester over the last 15 months has a demonstrated record of success. However, due to a lack of funding and personnel, as well as a world-wide pandemic, the scope of the GVI has necessarily been limited. The DAO seeks to fully implement the GVI as envisioned by the NNSC and thereby (i) reduce the number of homicides and shooting incidents in the City of Chester; (ii) continue to improve the clearance rates on homicide cases and non-fatal shooting incidents; (iii) ensure that at-risk individuals are identified and provided with appropriate supportive services; (iv) build trust and engagement between the community and law enforcement. All homicides and shooting incidents are tracked on an hourly basis. Community engagement events will be evaluated on the basis of the number of participants as well as any community feedback received.

Community Engagement Program Coordinator: After managing the GVI program for 15 months, it has become clear that we need a full time Community Engagement Program Coordinator. Currently, management of the GVI/CPSN is handled by the Deputy District Attorney, with assistance from two Assistant District Attorneys, each of whom has responsibility for prosecuting cases. Particularly with respect to the community engagement element of the GVI strategy, the DAO and the Chester Police Department are simply unable to organize and promote the programming that is essential to the community engagement and that builds trust between law enforcement and the community. In addition to the family-friendly community engagement activities described below, the Program Coordinator would be expected to organize regular "Wipe Out Your Warrants" events and expungement clinics. These types of events are extremely time-intensive, involving numerous partner agencies, and would be much more likely to occur with a consistent and readily available coordinator. The Program Coordinator would also be responsible for grant compliance. Funding a Program Coordinator would: (a) expand the community engagement events and programs offered through CPSN, thereby increasing the opportunities available to Chester families to engage in positive, pro-social activities; (b) engender greater trust between law enforcement and Chester residents by creating opportunities for positive interactions; (c) contribute to a shift in community norms about violence by creating a greater sense of community engagement and pride.

Community Resource Specialist: The success of the GVI requires the presence and engagement of community resource specialists on the streets of Chester. This position requires an individual who can build trust, mediate disputes, and serve a mentoring role. In order to reach additional individuals, the DAO would use additional funding to hire a second individual to act as a community resource specialist, with a focus on the youngest members of the at-risk population. Working in collaboration with the Case Manager, the Community Resource Specialist would work to build relationships within the school community and thereby identify at-risk young people as soon as possible.

Case Manager: Currently, the CPSN Community Resource Specialist is tasked with working to identify at-risk individuals as well as connecting them to resources. However, the majority of his time is spent on the streets of Chester, building relationships with this at-risk community. While the Department of Human Services and Probation are available to assist him, the DAO has concluded that an individual with a background in social services would be extremely helpful in ensuring that appropriate services are secured for these individuals. The case manager would be expected to conduct appropriate assessments and referrals for services such as housing, mental and physical health, and education. The case manager could also be available to the Chester Police Department on an as-needed basis. Funding a Case Manager would: (a) ensure that at-risk individuals receive necessary services; (b) depending upon case load, assist the Chester Police Department with individuals in need of service.

13. SECTIONS:

Chester Police Department: The Chester Police Department is a critical part of, and has a very close working relationship with, the members of the Gun Violence Task Force. Due to the dire financial condition of the City of Chester (the City is in receivership), without the resources provided to the Chester Police Department through the DAO, it would be impossible for the Department to conduct the community policing activities and intelligence gathering activities that are essential to the success of the GVI. The requested resources would be used to continue the “Safe Streets” program in which officers are required to be on foot patrol, out of their patrol cars, and focused on building relationships with the individuals in the community they are charged with policing. This funding would ensure that both the community policing element of GVI and the “intelligence” side of the GVI are able to continue.

Investigative Technology: Due to the decentralized nature of municipal law enforcement in Delaware County, it is often difficult and time-consuming to identify and locate video surveillance evidence that is critical to solving crimes. Evidence clearly supports the premise that solving crime is an effective strategy to combat crime. The technology which the DAO proposes to license (Fusus Real-Time Crime Center in the Cloud (RTC3)) would enable the Criminal Investigative Division of the DAO, as well as municipal law enforcement, to collect video feed from virtually any source – whether it is a traffic camera, a building security camera, or a license plate reader – and make the feed accessible at a centralized location such as the County’s emergency operations center. In this way, law enforcement would be able to operate more efficiently, with improved operational intelligence.

Program Expenses: These funds would be available to the community resource specialists to meet the needs of the high-risk individuals for services such as transportation, housing, education and counseling. In addition, these funds would be used to pay for the membership of at-risk kids in the Boys and Girls Club of Chester. This funding is critical to the success of the work of the Community Resource Specialists in that the services and support needed by at-risk individuals can be extremely varied, and do not always fit into an existing social service program niche.

Community Engagement Activities: In an effort to build community support for the CPSN and to shift the community norms around gun violence in the City of Chester, CPSN proposes to organize a year-round slate of activities designed to engage residents of all ages.

Community Investment/Clean-Up:

Gun violence is not the only pernicious problem in the City of Chester. Another is the scourge of illegal dump sites, abandoned properties and overgrown lots. Research has clearly connected a reduction in crime to improvements in the physical space. The Unit Chief of the DAO’s Environmental Crimes has been working closely with the City Receiver to understand the problem, and is well positioned to coordinate with the Gun Violence Task Force to implement a cleanup program that focuses on the areas of the City that are most vulnerable to gun violence. In addition, working in coordination with the Community Resource Specialists, the program could be implemented in a way that engages at-risk individuals in the cleanup. With an increase in available resources to the Chester Police Department as a result of this grant funding, officers would be able to engage in more active enforcement of anti-dumping ordinances. In addition, the availability of the Fusus technology would enable the Environmental Crimes Unit to more effectively pursue the individuals and companies that engage in illegal dumping activities. Finally, and importantly, such a clean-up effort would demonstrate a commitment to the City residents that would redound to the benefit and success of the program.

By funding this project, the DAO intends to (i) sustain the success of its GVI in Chester; (ii) build upon the success of its GVI to further reduce gun violence in Chester; (iii) build community support in Chester and further reduce crime by solving crimes as they occur, particularly instances of non-fatal shootings; (iv) build community support in Chester through sustained community engagement for all members of the community, not just those directly involved in gun violence; (v) improve the quality of life of Chester residents through an investment in community clean up and enhanced efforts to prosecute illegal dumpers; (vi) improve the efficiency of law enforcement in Delaware County by uniting the plethora of cameras already in place throughout the County into a centralized, usable live feed.

2. Project Location(s): Where will project activities primarily take place? Please be as specific as possible and include information at the “neighborhood level” if available.

The City of Chester for all Program activities other than the implementation of the FUSUS technology, which will be implemented County-wide.

13. SECTIONS:

3. Target Population(s) & Referral Process(es): Please describe the target population(s) to be served/engaged by the project including the referral process(es) and/or the method(s) that will be used to make the service available.

The Target Population for the Program activities such as the Bidly League, the Rap Contest, Mile-Up, etc. are youth aged 8-18 in the City of Chester. Program activities will be advertised using social media and, possibly, traditional media such as the local paper, The Spirit. The Program Coordinator, Case Manager, and Community Resource Specialist will also work with the Chester Upland School District for referrals of at-risk youth to the Case Manager and, more generally, for Program activities. The exiting Program also has connections to the many nonprofit organizations currently working in the City of Chester, and the Program Director will work closely with those organizations to reduce duplication of effort and to obtain referrals of at-risk individuals to the Case Manager. Finally, the Program Manager and the Deputy District Attorney will work closely with members of the Chester Police Department to identify at-risk individuals in the community.

4.

Project Implementation Plan: What are the steps you will take to implement the project? Please describe the specific activities, the timeframes for those activities, and the person(s) responsible for the activity **for the full length of the project (i.e., first three months, 3-6 months, 6-12 months, 12-18 months, 18-24 months)**. Key individuals (staff, consultants, contractors, project partners, volunteers) involved and their responsibilities in the implementation of the program should also be described. For example:

For the first 3 months of the grant period, we intend to do the following:

- Draft program coordinator and violence interrupter position descriptions and post the positions for hiring;
- Conduct interviews and hire the program coordinator and violence interrupters;
- Purchase laptops and cellphone supplies to support those positions; and - Reach out to the community organizations and schools in our area and inquire about participation in the program.

Anticipated outcomes: 1) hire staff necessary to implement the program; 2) reach all the entities in our area and ascertain their interest in participating in the program.

Individuals responsible: Executive Director, Administrative Officer

For the next 3-6 months of the grant period, we intend to do the following:

- Train the newly hired program coordinator and violence interrupters in the Cure Violence model;
- Develop formal referral processes with community organization and schools that are interested in participating in the program;
- Begin to initiate the program.

Anticipated outcomes: 1) have at least 3 formal referral processes agreed to by the end of the 6 month period; 2) initiate first community outreach event.

Individuals Responsible: Executive Director

First 3 months:

- Draft position descriptions for the Program Coordinator, Case Manager, and Community Resource Specialist and post the positions for hiring;
- Conduct interviews and hire the Program Coordinator, Case Manager, and Community Resource Specialist;
- Purchase furniture/cubicle dividers, laptops and cellphone supplies to support those positions;
- Prepare a request for proposal for waste hauling, landscaping, and lighting projects;
- Finalize lease with FUSUS.

Anticipated outcomes: 1) hire staff necessary to implement the program; 2) begin outreach to schools, community organizations, and houses of worship

13. SECTIONS:

with respect to Program Activities; 3) begin outreach to schools, community organizations, and houses of worship to identify at-risk individuals in need of Program services; 4) identification of the service providers for the community clean-up program; 5) launch FUSUS technology.

Individuals responsible: Deputy District Attorney, Program Coordinator

3-6 Months:

- Train the newly hired Program Coordinator, Case Manager, and Community Resource Specialist;
- Develop a calendar of Program Activities for the first six to nine months of the Program;
- Coordinate Program Activities with community organizations, houses of worship, and schools in our area to avoid duplication of plans;
- Initiate planning for Program Activities to occur over next six months;
- Coordinate activities between existing Community Resource Specialist and the newly hired Community Resource Specialist, and begin outreach to schools, community organizations, and houses of worship, to identify at-risk individuals who would benefit from Program services;
- Case Manger begins to develop a comprehensive list of service providers;
- Community Resource Specialist begins to refer identified individuals to Case Manager for services;
- Finalize contract with waste hauler/landscaper (s) for clean-up of identified sites, begin work;
- Fully implement FUSUS.

Anticipated Outcomes: 1) have calendar for Program Activities finalized for next six months; 2) have finalized implementation plans for Program Activities scheduled to occur in next three-six months; 3) have identified initial cohort of at-risk individuals to receive case management services; 4) complete work on five – eight illegal dump sites; 5) all required Program and Fiscal reports shall have been completed by the Program Coordinator in a timely way; and 6) FUSUS has been fully deployed across the County; 7) Successfully organize and operate two or more Program events in the community.

Individuals Responsible: Deputy District Attorney, Program Coordinator, Case Manager, and Community Resource Specialist

6-12 Months:

- Implement Program Activities;
- Initiate planning for Program Activities to occur over next six months;
- Continue outreach to schools, community organizations, and houses of worship, to identify at-risk individuals who would benefit from Program services;
- Continuously update information about available service providers, and identify areas of gaps in service;
- Continue clean-up of illegal dump sites;
- Gather data on utilization of FUSUS.

Anticipated Outcomes: 1) a robust series of activities will have been conducted in the community; 2) at-risk individuals identified by the Community Resource Specialist will continue to receive necessary services with the assistance and support of the Case Manager; 3) complete work on five – eight illegal dump sites; 4) all required Program and Fiscal reports shall have been completed by the Program Coordinator in a timely way.

Individuals Responsible: Deputy District Attorney, Program Coordinator, Case Manager, and Community Resource Specialist

12-18 Months:

- Implement Program Activities;
- Initiate implementation planning for Program Activities to occur over next six months;
- Continue outreach to schools, community organizations, and houses of worship, to identify at-risk individuals who would benefit from Program services;
- Continuously update information about available service providers, and identify areas of gaps in service;
- Continue clean-up of illegal dump sites;
- Gather data on utilization of FUSUS.

Anticipated Outcomes: 1) a robust series of activities will have been conducted in the community; 2) at-risk individuals identified by the Community Resource Specialist will continue to receive necessary services with the assistance and support of the Case Manager; 3) complete work on five – eight illegal dump sites; 4) all required Program and Fiscal reports shall have been completed by the Program Coordinator in a timely way.

Individuals Responsible: Deputy District Attorney, Program Coordinator, Case Manager, and Community Resource Specialist

18-24 Months:

- Implement Program Activities;
- Initiate implementation planning for Program Activities to occur over next six months;
- Continue outreach to schools, community organizations, and houses of worship, to identify at-risk individuals who would benefit from Program services;
- Continuously update information about available service providers, and identify areas of gaps in service;

13. SECTIONS:

- Continue clean-up of illegal dump sites;
- Gather data on utilization of FUSUS.

Anticipated Outcomes: 1) a robust series of activities will have been conducted in the community; 2) at-risk individuals identified by the Community Resource Specialist will continue to receive necessary services with the assistance and support of the Case Manager; 3) complete work on any remaining illegal dump sites; 4) all required Program and Fiscal reports shall have been completed by the Program Coordinator in a timely way.

Individuals Responsible: Deputy District Attorney, Program Coordinator, Case Manager, and Community Resource Specialist

13. SECTIONS:

D. Fiscal Accountability

1.

Subgrantee Accountability

The following procedures have been implemented across all of PCCD's funding streams to ensure fiscal accountability of PCCD grant funds.

Financial Back-up: PCCD will periodically verify that grantee expenditures are consistent with approved budget categories, are eligible for reimbursement and that grantees are maintaining supporting documentation. PCCD has implemented a process where grantees are notified that they are required to submit the financial back-up for some or all of the categories that are included in their Egrants fiscal report. Grantees are only required to submit this back-up when they are specifically notified by PCCD. Egrants users have the ability to attach documents to fiscal reports. Preferably, all requested back-up will be attached to the fiscal report using the fiscal report attachment feature.

Programmatic Back-up: PCCD will periodically verify that data submitted by grantees in their program reports is accurate. PCCD will select one or more performance measures/data categories each reporting period and require grantees to submit documentation to support what was reported on their Egrants program report or other reporting tool.

Subgrantee Payment: All subgrantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. If an agency is experiencing cash flow problems, they may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

Line Item Detail: PCCD's fiscal report allows grantees to include line item expenditure detail instead of just the overall budget category expenditures. Grantees are required to provide line item expenditure detail consistent with the line items included in their approved budget.

On-site monitoring: PCCD completes on-site fiscal monitoring of grants across all funding streams (state and federally funded projects).

Grantee risk classification: PCCD utilizes a risk classification system to identify and focus the use of agency resources on those agencies that may be most in need of additional assistance.

1.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's fiscal accountability procedures?

Yes

2.

Employee Time and Effort Reporting (Timesheets)

Time and effort reports (timesheets) are required for all personnel funded with PCCD grant dollars regardless of the funding stream. Below are the minimum standards and recommended best practices for time and effort reporting. We realize that there are a number of different systems that can be used to satisfy these requirements and we encourage you to email [PCCD's Grants Management](#) with any questions you may have regarding time and effort reporting requirements.

Minimum standards for employees working on multiple activities or cost objectives:

- Must be an after-the-fact determination of the employees actual effort. Using a budget estimate instead of reporting the actual time the employee spent working on the project does not qualify as support for charges to awards.
- Must account for total activity (grant and non-grant) for which employees are compensated and which is required in fulfillment of their

13. SECTIONS:

obligations to the organization

- Must be signed by the employee and a supervisor with first-hand knowledge of the activities performed by the employee. Signature on the timesheets is affirmation that the report is an accurate accounting of the actual time the employee spent on the project.
- Must be prepared at least monthly to correspond to one or more pay periods
- Volunteer time and personnel costs being used as match must be accounted for in the same manner as personnel being charged to the grant

Minimum standard for employees working solely on a single activity or cost objective:

- Must be an after-the-fact certification that the employee worked 100 percent of their time on activities eligible for reimbursement under the grant project
- Must be prepared no less frequently than every six months
- Must be signed by the employee and supervisory official having first-hand knowledge of the work performed
- Applies to full-time and part-time employee

Recommended Best practices:

- Employees record time on a daily basis
- Project codes/names are provided to the employee in advance

* The above standards are based on the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) and the Office of Justice Programs Financial Guide.

** Institutions of Higher Education (IHE) may follow their own established policies for documenting personnel expenses provided that the IHE's policies are in compliance with the Standards for Documentation of Personnel Expenses referred to at 2 CFR 200.430.

The following sample forms are available on the [Grant Procedures and Forms](#) page of our website:

- Example of a completed timesheet
- An Excel timesheet template that you may modify to suit your needs
- A sample time certification for employees working 100% of their time on a grant-funded project.

2.1.

Does the applicant acknowledge that they have read, understand and will abide by PCCD's employee time and effort reporting standards?

Yes

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3. Individual consultants funded with PCCD grant funds must maintain time and effort reports to support all charges billed to PCCD grant funds. Does the applicant acknowledge that they understand the requirement for individual consultants to maintain time and effort reports as support for charges against PCCD grant funds?

Yes

4.

Payment Terms

Payments will not be released until all applicable special conditions on the grant award have been satisfied. All grantees are required, at a minimum, to submit quarterly fiscal reports. PCCD will only make payments to reimburse actual expenditures reported on the fiscal reports. An agency experiencing cash flow problems may submit fiscal reports monthly and PCCD will reimburse reported expenditures.

All payments of federal funds will comply with the federal Cash Management Improvement Act, 31 U.S.C. 6503. Subgrantees must maintain a minimum amount of Federal cash on hand. Failure to adhere to this requirement will be a violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

All funds (Federal, State, match and project income) must be obligated by the end of the project period and expended within 60 days from that date.

4.1. Does the applicant acknowledge that they have read, understand and will abide by PCCD's payment terms?

Yes

13. SECTIONS:**E. Federal Transparency Act Certification 2017 -FFATA**

The implementation of the Federal Funding Accountability and Transparency Act of 2006 requires a single searchable website, accessible by the public without cost, for each federal award of \$25,000 or more over the life of any subaward. In order to satisfy this requirement, applicants and subrecipients are required to have a DUNS number and to maintain a current registration in the System for Award management (SAM). Information on how to request a DUNS number and register with SAM is available in the Funding Announcement Guidelines or on the PCCD Website.

Additionally, if subrecipients/contactors are applicable and receiving \$25,000 or more through the life of this federal award DUNS and SAM information must be provided.

The applicant must also provide the primary place of performance of the subaward and the names and annual salaries of the five most highly compensated officers in their agency if the agency meets certain criteria as described below.

Additional information relating to the Act can be at <https://www.fsr.gov/>

Important Note: By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>

1. The following questions pertain to the applicant agency's DUNS number and SAM registration.

1.1. Enter the applicant agency's DUNS number.

076954890

1.2. Enter the applicant agency's DUNS + 4 number, if applicable.

1.3.

Enter the applicant agency's Unique Entity Identifier (UEI).

The applicant agency's UEI can be found by accessing the applicant agency's information in the federal System for Award Management (SAM) at <https://sam.gov/content/home>.

Important Note: By April 2022, every organization doing business with federal agencies will have a new, 12-character identifier, known as the Unique Entity Identifier (UEI) as the government moves away from the proprietary DUNS number. More information on UEI can be found here: [Unique https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update](https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update).

HBWCWN9U72H8

1.4. The applicant agency is registered with the SAM and agrees to maintain a valid SAM registration at all times while they have a grant award.

Yes

13. SECTIONS:

1.5. Enter the date that the applicant agency's SAM registration is valid through. The applicant agency's SAM registration date can be found at www.sam.gov.

11/22/2022

2. Primary Place of Performance: The Office of Management and Budget (OMB) defines the place of performance as 'The location where a majority of the effort required to satisfactorily fulfill the intended purpose of the award will be completed.' Provide the following information to identify the Place of Performance for this grant award.

2.1. City (i.e. Harrisburg). Max 35 characters -

NOTE:

City is required for Federal Grants.

For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the field 'City' can be left blank.

If the money is expended in multiple locations with the majority spent in a single address, agencies can list that city location as the Primary Place of Performance.

Media

2.2. State - Choose from the list of valid states

A value for State is always required.

PA

2.3.

Zip + 4 (i.e. 171091244) Exclude hyphen

NOTE: Zip+4 is required for Federal Grants. For State grants, the value "STATEWIDE" is possible in the 'County' field and if selected, the Zip+4 field should represent the Zip+4 of the Primary Place of Performance

However, if the money is expended in multiple locations with the majority spent in a single address, agencies can list that location as the Primary Place of Performance

19063-2708

2.4. County - Choose the grant's primary county of performance (where the highest value of the grant is to be applied). if the grant is Statewide, please select 'STATEWIDE'

023 - Delaware

13. SECTIONS:

3. Are there any subrecipients receiving \$25,000 or more through the life of this application?

No

3.1. The Applicant Agency certifies that the following subrecipients receiving \$25,000 or more of federal funds has a Unique Entity Identifier (UEI) and has and will maintain a valid SAM registration during the award.

Yes

No

4. For each subrecipient/contractor receiving \$25,000 or more through the life of this application, add a row to the grid below.

ID	Subrecipient/Contractor Name	Subrecipient/Contractor DUNS Number	Subrecipient/Contractor UEI	SAM Expiration Date
----	------------------------------	-------------------------------------	-----------------------------	---------------------

5.

The applicant must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity if--

(i) the entity in the preceding fiscal year received—

(I) 80 percent or more of its annual gross revenues in Federal awards; and

(II) \$25,000,000 or more in annual gross revenues from Federal awards; and

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Grantee.

Are the conditions specified above applicable to the grantee?

No

6. If you answered "Yes" to the previous question, you must enter the names and annual salaries of the five most highly compensated officers of the applicant agency.

Response #1

6.1. Officer Name:

6.2. Annual Salary:

13. SECTIONS:

F. Federal Funding Announcement Certifications

This section contains all of the conditions/certifications on a funding announcement for federal funds that must be accepted/agreed to by the Applicant agency.

1.

Audit Responsibilities:

Federal Funds

The Applicant must comply with all applicable federal and state grant requirements including *The Single Audit Act Amendments of 1996*; *2 CFR Part 200 as amended*; and any other applicable law or regulation, and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government.

If the Applicant is a local government or non-profit organization that expends \$750,000 or more in federal awards during its fiscal year, the Applicant is required to provide the appropriate single or program specific audit in accordance with the provisions outlined in *2 CFR Part 200.501*.

If the Applicant expends total federal awards of less than the threshold established by *2 CFR 200.501*, it is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials (or designees) of the federal agency, pass-through entity, and Government Accountability Office (GAO).

If the Applicant is a for-profit entity, it is not subject to the auditing and reporting requirements of *2 CFR Part 200, Subpart F – Audit Requirements (Subpart F)*. However, PCCD is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract and post-award audits. The post-award audits may be in the form of a financial audit in accordance with *Government Auditing Standards*, a single audit report or program-specific audit report in accordance with *Subpart F*. However, these post-award audits must be submitted directly to the affected commonwealth agency that provided the funding. Only single audit reports for local governmental and non-profit subrecipients are electronically submitted to the Federal Audit Clearinghouse.

Additional Potential Components of the Single Audit Reporting Package

In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.

In addition to the requirements of *Subpart F*, commonwealth agencies may require that the single audit reporting packages include additional components in the SEFA, or supplemental schedules, as identified through the respective grant agreement.

In accordance with 2 CFR 200.510, PCCD requires that PCCD grant numbers and amounts expended for each PCCD award be individually identifiable on all Single Audit Report Schedules of Expenditures of Federal Awards.

Steps for Submission

The Applicant's submission responsibilities are as follows:

- (1) Submit the Single Audit or Program-Specific Audit Report to the Federal Audit Clearinghouse (FAC) and receive an email confirmation of receipt from the FAC.

13. SECTIONS:

(2) Complete the Single Audit/Program Specific Audit Reporting Checklist to ensure your package contains all required elements. A fill-in version of the checklist can be found on the Commonwealth's Bureau of Audits (BOA) website at <http://www.budget.pa.gov/Documents/single-audit-checklist.pdf>

(3) Email the FAC confirmation of receipt, a certified copy of the data collection form, and the completed Checklist (PDF) to RA-BAFMSingleAudit@pa.gov. The subject line of the email must identify the exact name on the Single Audit or Program-Specific Audit Reporting Package and the period end date pertaining to the reporting package.

(4) The Applicant will receive an email from BOA confirming the receipt of the FAC's confirmation, the certified copy of the data collection form, and the completed Checklist.

Audit Oversight Provisions

The Applicant is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.

The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the Applicant's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the Applicant.

Audit documentation and audit reports must be retained by the Applicant's auditor for a minimum of five years from the date of issuance of the audit report, unless the Applicant's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the GAO.

State Funds

PCCD, in its sole discretion, may undertake an inspection and/or audit of the financial records of the Applicant relating to the Subgrant Project. The Applicant shall provide PCCD with full and complete access to all records relating to the performance of the Subgrant Project and to all persons who were involved in the Subgrant Project. PCCD may also require, as a condition of award, that an independent financial audit be completed.

1.1. Does the applicant agency accept these terms?

Yes

1.2. Does the applicant agency expect to expend \$750,000 or more in federal award funds in its current fiscal year?

Yes

13. SECTIONS:

2.

Reporting Potential Fraud, Waste and Abuse:

The recipient and any subrecipients must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has either 1) submitted a claim for award funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by –

Online Hotline at: <https://oig.justice.gov/hotline/contact-grants.htm>

Mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
1425 New York Avenue, N.W.
Suite 7100
Washington, DC 20530

Fax: (202) 616-9881 (Attn: Grantee Reporting)

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

2.1. Does the applicant agency accept these terms?

Yes

3.

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

3.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

13. SECTIONS:

4.

Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.everify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

13. SECTIONS:

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

4.1. Does the applicant agency accept these terms?

Yes

5. Publicity or Propaganda

Federal funds are not legally available, and may not be used (whether directly or indirectly, including by private contractors), for publicity or propaganda purposes not authorized by the Congress.

5.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

6. Certain Employee Trainings

Federal funds are not legally available, and may not be used, for any employee training that--

1. does not meet identified needs for knowledge, skills, and abilities bearing directly upon the performance of official duties;
2. contains elements likely to induce high levels of emotional response or psychological stress in some participants;
3. does not require prior employee notification of the content and methods to be used in the training and written end-of-course evaluation;
4. contains any methods or content associated with religious or quasi-religious belief systems or "new age" belief systems as defined in Equal Employment Opportunity Commission Notice N-915.022, dated September 2, 1988; or
5. is offensive to, or designed to change, participants' personal values or lifestyle outside the workplace.

Nothing in this provision prohibits, restricts, or otherwise precludes an agency from conducting training bearing directly upon the performance of official duties.

6.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

13. SECTIONS:

7.

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient --

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized to make subawards or contracts under this award--

a. it represents that --

1) it has determined that no other entity that the recipient's application proposes may, or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

7.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

7.2. Should a subgrant award be made to the applicant agency as a result of this grant application, does the applicant agency agree to notify PCCD immediately if it has any reason to believe that the applicant agency is not in compliance with the above condition?

Yes

13. SECTIONS:

8. Requirement to report actual or imminent breach of personally identifiable information (PII) The applicant and any subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of a PCCD-funded grant program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The applicant's breach procedures must include a requirement to report an actual or imminent breach of PII to PCCD no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

8.1. Does the applicant understand and agree to have written procedures in place to report an actual or imminent breach of PII to PCCD as described?

Yes

9.

Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

Additionally, the recipient, and any subrecipient at any tier, agrees to comply with all Pennsylvania Child Protective Services Laws (CPSL) including, but not limited to, following mandated reporter requirements within the CPSL and obtaining all clearances and/or verifications for employees and volunteers as may be required by CPSL such as a PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Criminal History Background Check, National Sex Offender Registry Verification, and any other clearance/verification required by CPSL. The CPSL and information to assist in complying with this condition can be found at <http://keepkidssafe.pa.gov/>.

9.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

10.

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The current version of PCCD's Standard Subgrant Conditions is available on our website at <http://www.pccd.pa.gov/Funding/Pages/Standard-Subgrant-Conditions.aspx>. Please refer to the website for a copy. If you are unable to obtain a copy from the website, please contact PCCD's offices at (800) 692-7292.

10.1. Has the applicant agency read the Standard Subgrant Conditions?

Yes

13. SECTIONS:

10.2. Does the applicant agency agree to be bound by all Standard Subgrant Conditions?

Yes

11.

ACH Payment Requirement

a. The Commonwealth will make payments to the recipient through ACH. Within 10 days of the grant award, the grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.

b. It is the responsibility of the recipient to ensure that the ACH information contained in the Commonwealth's Master Database is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

11.1. Does the applicant agency understand and agree to be bound by the above condition if the applicant agency is awarded a subgrant as a result of this grant application?

Yes

13. SECTIONS:**G. Non-Profit Agency Checklist****Non-Profit Agency Checklist:**

The following items must be attached in Egrants in conjunction with the submission of an application for direct funding of non-profit agencies (refer to PCCD's Applicant's Manual page 13). This information does not have to be submitted to PCCD for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

*A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most recent report is on file with PCCD;

* A copy of the most recently submitted Form 990, Return of Organization Exempt from Income Tax (This requirement is applicable only if the applicant organization has not received funding from PCCD in the last five years);

*A list of the members of the Board of Directors, stating each member's board position, profession or employment, community activity and other pertinent information;

*A copy of the articles of incorporation;

*A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect

*Internal Revenue Service determination of the tax-exempt status of the organization;

*A copy of the minutes of the three Board meetings immediately preceding the date of the submission of the subgrant application;

*Evidence that the Project Director, Financial Officer and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater; and

*A written statement that a checking account for subgrant funds will be arranged so that at least two signatures are required for issuance of checks, and a list of those individuals who have such authority.

1. Has the above information been submitted to PCCD within the last year? (Governmental applicants should respond "*Not Applicable.*")

Not Applicable

1.1. If the above information has been submitted to PCCD within the last year, please indicate the **grant number** that the information is on file with. Otherwise, attach all required information to this Egrants section. If you need to mail some or all of the information, indicate the date that the information was or will be mailed to PCCD.

14. PERFORMANCE INDICATORS:

1. Established by PCCD

2. Established by Subgrantee

15. APPROVAL CHECKLIST:

A. Does the applicant agency have any type of audit done regularly?

- Yes No

If yes, when was the last one completed?

2020

B. Is the applicant agency required to have an audit performed in accordance with the Single Audit Act?

- Yes No

If yes, when was the last one completed?

2020

C. For non-profits only, do the by-laws of the applicant agency require an annual audit?

- Yes No N/A

D. Does the applicant agency's Board of Directors regularly review the applicant agency's financial reports?

- Yes No N/A

If yes, please provide the date of the last review.

E. Does the Financial Officer listed in the Main Summary section have more than three years of experience?

- Yes No

F. Does the Project Director listed in the Main Summary section have more than three years of experience?

- Yes No

G. Does the applicant agency have a segregation of duties policy?

- Yes No

16. PCCD's Standard Subgrant Conditions:

PCCD's Standard Subgrant Conditions are incorporated herein by reference. The Standard Subgrant Conditions **should not** be submitted to PCCD with your application. The current version of PCCD's Standard Subgrant Conditions (Revised September 2017) is available at www.pccd.state.pa.us <<http://www.pccd.pa.gov>>. Please refer to the website for a copy. If you are unable to obtain a copy from the aforementioned website, please contact PCCD's offices at (800) 692-7292.

17. ATTACHMENTS:

List of Attachments required for submission of this Application for funding:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Anne DeMutis, District Attorney

ITEM TYPE: Grant

AGENDA SECTION: Agreements / Contracts / Amendments / Purchases

SUBJECT: Approval to extend the project end date from 6/30/2022 to 12/31/2022 for the District Attorney's 2019-2021 Gun Violence Initiative Grant to use existing prior approved funds of \$91,779.83.

EXPENSE BUDGET LINE ITEM ACCOUNT: Remaining balance \$91,779.83

ESTIMATED/ACTUAL COST OF REQUEST: \$91,779.83

FUNDING SOURCE: Grant

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: Please approve extension of project date to 12/31/2022 to use existing prior approved funds of \$91,779.83

ATTACHMENTS:
[PCCD Modification Request.pdf](#)

PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY
SIGNATURE PAGE TO SUBGRANT AMENDMENT

SUBGRANTEE Delaware County Executive Director
SUBGRANT# 2018/2019/2020-DP/GO/JP-ST/GV-31169
AMENDMENT# 2

13. This AMENDMENT to the existing Subgrant Agreement which was entered into by the Pennsylvania Commission on Crime and Delinquency and the above-referenced Subgrantee will serve to revise and be a supplement to said Subgrant Agreement.

WHEREAS, the Subgrantee has submitted the attached Project Modification Request which explains and justifies the requested amendments.

NOW THEREFORE, in consideration of the promises herein contained in the Project Modification Request and with the intent to be legally bound, the parties agree to the amendments.

All other terms and conditions of the original Subgrant Agreement and prior amendments will remain in full force and effect throughout the duration of the Subgrant Agreement.

DATE

SIGNATURE OF ATTESTING OFFICER

TITLE OF ATTESTING OFFICER

(SEAL)

APPROVED AS TO FORM AND LEGALITY:

SOLICITOR

APPROVED:

CONTROLLER

FOR PCCD USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated _____ funds.

PCCD Executive Director or designee

DATE

COMPTROLLER OPERATIONS

DATE

Approved as to form and legality:

COUNSEL TO PCCD

DATE

35-FA-1.2

OFFICE OF GENERAL COUNSEL

DATE

35-FA-1.2

DEPUTY ATTORNEY GENERAL

DATE

14. Explanation or Justification of Requested Modification:

Please extend project end date to use prior approved funds existing after 6/30/2022. Thank you.



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Theresa Shepherd, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Agreements / Contracts / Amendments / Purchases

SUBJECT: Approval to Amend Contract #13/21 between the Department of Human Services, Mental Health and Child Guidance Resource Centers, Inc. to add Blended Case Management for children and adolescents. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1022-xxxx-631000

ESTIMATED/ACTUAL COST OF REQUEST: Start-Up \$27,719, Ongoing Services - Fee For Service

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Program Description and Budget related to this request for Amendment #2.

ATTACHMENTS:
[CGRC_ProgramDescription_MH_13_21.pdf](#)
[CGRC_Budget_MH_13_21.pdf](#)

**CHILD GUIDANCE RESOURCE CENTERS
BLENDED CASE MANAGEMENT SERVICES
FOR CHILDREN AND ADOLESCENTS**

**Service Description
Blended Case Management**

Provider:

Child Guidance Resource Centers

Location:

- 1. 744 East Lincoln Highway
Suite 420
Coatesville, PA 19320**
- 2. 2901 Island Ave.
Philadelphia, PA 19152**
- 3. 2000 Old West Chester Pike
Havertown, PA 19083**

Introduction:

Child Guidance Resource Centers (CGRC) is a charitable, 501 (c) (3), private, not for profit community behavioral health center dedicated to serving children, adolescents and their families for the past fifty years. CGRC maintains Pennsylvania licenses and has enrolled as an MA Provider for numerous services

Goals of Service:

Blended case management services are designed to facilitate access to services and to coordinate care among behavioral health providers and other child serving systems.

Blended case management promotes the smooth transition between levels of care within the continuum of children's mental health services, as well as other systems of care that relate to the child, adolescent and family.

In accordance with CASSP principles, blended case management services ensure that services are Child Centered, Family Focused, Community Based, Culturally Competent and provided within the least restrictive setting available.

Blended case management services are designed to regularly assess the Social Determinants of Health (SDOH) needs of the child, adolescent, and family. Based on this assessment the Blended Case Manager assists with obtaining and maintaining basic living needs and skills, such as housing, food, medical care, recreation, education and employment.

Blended case management services assure that the client and parents have continuous, 24-hour access to the services.

Blended case management services allow for optimal planning by incorporating all involved systems in the child and family's life.

Blended case management is designed to improve the effectiveness of services through ongoing monitoring.

Requirements for Service:

Families of eligible children who are receiving blended case management services.

Children who have a mental illness or serious emotional disturbance and who meet the criteria for Diagnosis, Treatment History and Functioning Level:

- Diagnosis: Diagnosis within DSM 5 (or succeeding revisions thereafter) excluding those with a principal diagnosis of mental retardation, psychoactive substance abuse, organic brain syndrome or a V-Code.
- Treatment History: Shall be established when one of the criteria is met:
 1. six or more days of psychiatric inpatient treatment in the past 12 months.
 2. Without blended case management would result in placement in a community inpatient setting, state mental hospital or other out-of-home placement, including foster homes or juvenile court placements.
 3. Currently receiving or in need of mental health services and receiving or in need of services from two or more human service agencies or public systems such as Education, Child Welfare, Juvenile Justice, etc.

Description of Services Provided by Blended Case Manager:

The blended case manager participates with other behavioral health professionals including the individual's physician in assessing needs and developing a comprehensive service plan with the involvement of the individual and family.

The blended case manager establishes and maintains linkages with systems of Care (SOC) such as mental health providers, Children and Youth agencies, drug and alcohol treatment programs, juvenile justice services and the educational system.

The blended case manager is responsible for organizing interagency collaborations that support the development of a comprehensive plan for the individual and family. Representation on the team includes the individual, family and individuals the family identifies as support persons and may include education, child welfare, behavioral health provider, managed care etc.

The blended case manager arranges for necessary behavioral health services and communicates relevant information to service providers upon admission or at transfer from one provider to another.

The blended case manager monitors the effectiveness of services and the family's satisfaction with and compliance with recommend services as part of an ongoing assessment of the need for additional or alternative services.

The blended case manager communicates with the Primary Care Physician and if necessary, the special needs department of the MCO to share relevant information and coordinate care.

The blended case manager assists in identifying and accessing available and appropriate community resources. These are formal and informal community-based supports including health care, employment training, education, housing assistance, child care providers, churches, after school programs, recreational activities, and cultural organizations.

The blended case manager monitors the family's access to and use of community resources and assesses the need for additional referrals.

Blended case management services are designed to regularly assess the SDOH needs of the child, adolescent, and family. Based on this assessment the BCM assists with obtaining and maintaining basic living needs and skills, such as housing, food, medical care, recreation, education, and employment.

The blended case manager supports the family with developing a crisis management plan that includes access to 24-hour case management services.

In implementing discharge plans from a service, the blended case manager arranges for aftercare services and communicates with the family and admitting program to ensure that the recommended level of care is accessed in a timely fashion.

Individualized Service Coordination Plan

The blended case manager is responsible for the development of a service coordination plan for each individual. The plan is developed in cooperation with the individual, family, identified members of support and systems of care representatives. The role and responsibilities of the case manager are documented in the plan. The plan is reviewed and updated at least every six months to document the effectiveness of the service and the continued need for service.

The service coordination plan will document an assessment of the client's strengths and needs, identify specific goals, objectives, responsible persons, time frames for completion and the blended case manager's role in relating to the individual and involved others.

Minimum Staff Qualifications:

The position of Blended Case Manager requires a bachelor's degree in social work, psychology or other human services discipline and knowledge of CASSP Principles. At least one year of relevant experience working with children and families is preferred.

Staffing Patterns and Limits:

Blended case manager caseloads shall not exceed 30 cases

A supervisor will supervise no more than nine blended case managers

Blended case managers shall be employed as full-time salaried employees

During the absence or illness of a blended case manager a designated blended case manager will be assigned

24-Hour On-Call Policy:

During normal business hours, the call is taken at the main office and transferred to the blended case manager

After business hours, the main office telephone system will pick up the call and provide the caller with the ability to contact the on-call staff member by cell phone, as well as the names, addresses and phone numbers for the local crisis centers

Clients and their families are informed of the on-call procedure both by the clinician, through the blended case management handbook, and by calling CGRC after hours

All calls will be responded to within ½ hour, by the on-call staff member

On-call workers will be supported by CGRC administrative staff

Clinical emergencies will be reported to the Vice President of Clinical Services

Service Supervision and Monitoring

CGRC Vice President of Clinical Services

The CGRC VP of Clinical Services maintains responsibility for the following areas of all CGRC services: clinical integrity, cultural competence, compliance with licensing requirements, adherence to CASSP principles and staff training and development.

The blended case manager reports to the Case Management Supervisor. The Case Management Supervisor reports to the CGRC VP of Clinical Services.

The supervisor is responsible for ensuring that the blended case manager understands his role and works collaboratively with the other members of the team. The VP of clinical Services is also responsible for ensuring that the blended case manager is familiar with the continuum of children's mental health services, community resources, and CASSP principles.

CGRC is responsible for developing measures of the effectiveness of case management in the areas of improved access to care, transitions within the CGRC continuum of care and discharge planning.

The CGRC Performance Improvement Process also includes other measures of service effectiveness such as client and parent satisfaction surveys at discharge.

Managed Care:

Managed care organizations who are providing services under the Commonwealth's Health Choices Plan provide services, under contract with CGRC, to children and adolescents who are identified as members. Requests for services are to be authorized by the appropriate managed care organization.

PROVIDER	Child Guidance Resource Centers
DUNS Number	09-621-2659
Federal Identification Number	23-1490061
Contact Person	Aimee Salas, Chief innovations Officer and Jack Hee, Controller
Contact Email	asalas@cgrc.org/jhee@cgrc.org
Contact Phone	484-454-8719(Asalas)/484454-8700 Ext. 1348(Jhee)
PROGRAM/SERVICE	Blended Case Management
CURRENT CAPACITY	I be starting with 3 BCM as this is what the current childrens staffing is a
INCREASED CAPACITY	We would be able to expand our capacity and hire based on the need
ANTICIPATED START DATE FOR INCREASED CAPACITY	rved for the service/received attachment A we would begin hiring for th
TOTAL REQUIRED COSTS	\$ 346,143.00
Start-up	\$ 27,719.00
Annual Costs	\$ 318,424.00

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 20,559.00
1. Wages and Salaries	\$ 15,575.00
2. Employee Benefits	\$ 4,984.00
3. Miscellaneous Personnel	
B. Operating Expenses	\$ 4,640.00
1. Occupancy	
2. Communications	\$ 4,640.00
3. Program Supplies	
4. Treatment & Supportive Supplies	
5. Transportation	
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ -
a.	
b.	
c.	
d.	
e.	
f.	
C. Equipment & Other Fixed Assets	\$ -
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ 25,199.00
III. ADMINISTRATIVE COSTS	\$ 2,520.00
VI. TOTAL COSTS	\$ 27,719.00

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 248,838.00
1. Wages and Salaries	\$ 186,897.00
2. Employee Benefits	\$ 61,172.00
3. Miscellaneous Personnel	\$ 769.00
B. Operating Expenses	\$ 36,129.00
1. Occupancy	\$ 17,272.00
2. Communications	\$ 3,039.00
3. Program Supplies	\$ 234.00
4. Treatment & Supportive Supplies	
5. Transportation	\$ 7,849.00
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 7,735.00
a. Library/Dues	\$ 234.00
b. Misc Supplies	\$ 123.00
c. Data Processing, Software, Licensing	\$ 7,378.00
d.	
e.	
f.	
C. Equipment & Other Fixed Assets	\$ 4,509.00
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	\$ 4,509.00
II. PROGRAM COSTS (Sum of A, B and C)	\$ 289,476.00
III. ADMINISTRATIVE COSTS	\$ 28,948.00
IV. TOTAL COSTS (Sum of II and III)	\$ 318,424.00
V. REVENUE	
VI. TOTAL COUNTY COSTS ELIGIBLE (IV LESS V)	\$ 318,424.00



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Howard Lazarus,Prison

ITEM TYPE: Award of Contract

AGENDA SECTION: Agreements / Contracts / Amendments / Purchases

SUBJECT: Approval to award a contract to Joe Nick K9 LLC to assume responsibility, retain, and rehome 3 K9 patrol dogs over a period of up to four months for an amount not to exceed \$34,200. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 02.1000.634034

ESTIMATED/ACTUAL COST OF REQUEST: \$42,200

FUNDING SOURCE: County Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: Note the number of animals has been reduced to three and cost reduced accordingly due to the loss of one of the K9s. The agreement will be revised to address the reduced scope.

ATTACHMENTS:
[\(223743314 1\) - Canine Adoption Release Form.DOCX](#)
[Revised- 05-31-22 - K9 Quote for Delaware Corrections - Joe Nick-revised final \(003\).pdf](#)



CANINE RELEASE & ADOPTION AGREEMENT

DATE: _____

ADOPTER: _____

ADOPTER'S ADDRESS: _____

CANINE: _____ HWP CURRENT (Heartworm preventative): _____

AGE: _____ DOB: _____ SEX: _____ COLOR: _____

CHIP #: _____ RABIES VAC: _____ INTACT: _____

I hereby acknowledge receipt of one canine named _____, breed _____, given free of charge by the George W. Hill Correctional Facility K-9 Unit (Delaware Co Prison). In consideration of receipt of the aforesaid canine, I agree to house, feed, and maintain this animal as of the date of this agreement. In further consideration of the foregoing, I hereby release, remise, and forever discharge the County of Delaware, its agents, servants, or employees for any and all liability that has accrued, or that may hereafter accrue, arising from my ownership of this animal. Further, in consideration of the aforesaid, I expressly stipulate and agree that I do indemnify and hold forever harmless the George W. Hill Correctional Facility, its K-9 Unit, agents, servants, or employees against loss from any and all claims or actions that may have been made or may hereafter be made against the County of Delaware, its agents, servants, or employees by or on behalf of any persons and/or organizations, for the purpose of enforcing claims of injury or damages sustained as the result of any act by the aforementioned canine. I know and fully understand the risks and liabilities associated with the ownership of this particular animal and do knowingly accept full responsibility therefor.

I understand this adoption is final, the above-referenced canine shall not be returned to the George W. Hill Correctional Facility K-9 Unit, the County of Delaware or agents thereof, under any circumstances.

WHEREFORE, intending to be legally bound, I affix my signature below:

Print Name: _____ Sign _____ Date _____

Witnessed: _____ Sign _____ Date _____

Delaware County Representative: _____
Name/Signature/Date



JOE NICK K9 TRAINING, LLC
1635 S Orchard Ave. Vineland, NJ
(856)839.0450

April 27, 2022

Dear Lisa Mastroddi: **revised price quote**

Joe Nick K-9 agrees to:

- Take (3) K9 patrol dogs into my ownership after being signed over
- Retrain and possibly rehome (3) K9 patrol dogs
- House (3) K9 patrol dogs for a period of (4) four months
- Rehoming process will commence upon completion of the (4) four-month period

Pricing as follow and will not exceed below listed amount:

• Housing.....	\$15,000.00
• Training.....	\$12,000.00
• Rehoming.....	<u>\$ 7,200.00</u>
Total Cost Due at time of possession.....	\$34,200.00

*****I have read your adoption paperwork and will sign it upon delivery of the canines.***

Thank you for your business,

Joseph C. Nicholas
Joseph C. Nicholas



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: John Becht, Information Technology

ITEM TYPE: Advertisement

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Advertise for Requests for Proposals for Voice Over Internet Protocol (VOIP).

EXPENSE BUDGET LINE ITEM ACCOUNT: 01-0428-623000

ESTIMATED/ACTUAL COST OF REQUEST: 200

FUNDING SOURCE: County Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:
[Scope of Work.docx](#)

Advertise an RFP for VOIP Replacement System

Scope of the Project

This is a multi-year, county-wide, with the goal to convert over all Verizon phones services to VoIP by the end of 2025.

The Telecommunications division, under the administration of Network Infrastructure division of IT will develop a support structure and resource staff for the VOIP implementation project.

VoIP offers a wide selection of tools that will help reinvigorate our telecommunications strategy. It has become increasingly important to deploy cost-effective communications tools that can handle the challenges of our departments.

Our Main points to switch to VOIP are:

The significant cost savings we will see from switching from the legacy system to VoIP.

The enhanced features VOIP can offer.

The Verizon legacy systems are out of support and replacement parts are hard to come by.



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Thomas Shaffer, Planning

ITEM TYPE: General

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval of Delaware County Annual Contribution of \$164,262.00 to Delaware Valley Regional Planning Commission's approved Work Program for FY 2022 and approval of the transfer of \$5,971 from the Planning Department budget to the "other subsidies" line of the approved 2022 County budget.

EXPENSE BUDGET LINE ITEM ACCOUNT: 01-8990-635006

ESTIMATED/ACTUAL COST OF REQUEST: \$164,262.00

FUNDING SOURCE: County Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: The amount invoiced represents the Delaware County share required for funding DVRPC's approved FY 2022 work program and budget. The DVRPC budget is funded primarily by Federal and State transportation planning funds. The County contribution is for DVRPC General Fund and Highway, Transit, and Comprehensive Planning programs. A budget adjustment from grant appropriations may be required.

ATTACHMENTS:

[Delaware County FY 22 Contribution.pdf](#)

May 10, 2022

Mr. Thomas Shaffer
Manager of Transportation Planning
Delaware County Planning Department
Court House/Government Center Building
201 W. Front Street
Media, PA 19063

RE: DVRPC FY2022 UPWP

Dear Mr. Thomas Shaffer:

Please find the enclosed invoice number # 2022-3 in the amount of \$164,262, which is the Delaware County's share of DVRPC's approved Fiscal Year 2022 Unified Planning Work Program (UPWP).

Thank you for your continued collaboration and contribution to the region for upcoming planning projects and initiatives. If you have any questions, please contact me at (215)-238-2922 or email vdoan@dvrpc.org.

Sincerely,



Vanessa Doan
Director of Finance

Enclosure

c: Joanne Phillips, Controller
Michelle Signora, Office Administrator

➤ INVOICE ➤

May 10, 2022
 Invoice 2022-3

Delaware County

Delaware County's Share of DVRPC's Annual Contribution Agreement for the Approved Planning Work Program for Fiscal Year 2022	\$164,262
TOTAL AMOUNT DUE☞	\$164,262
PLEASE MAKE CHECKS PAYABLE TO DVRPC.	

Remit to: Delaware Valley Regional Planning Commission
 190 N. Independence Mall West, 8th Floor
 Philadelphia, PA 19106

To pay by ACH/Wire

Bank	Account Number	Routing Number
TD Bank	4308927966	036001808



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Jonathan Lichtenstein, Solicitor

ITEM TYPE: Grant

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval of a \$2,219.00 Grant by the Delaware County Interactive Gaming Revenue Authority to the Radnor Township Police Department.

EXPENSE BUDGET LINE ITEM ACCOUNT: NA

ESTIMATED/ACTUAL COST OF REQUEST: NA

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Barbara Nicolardi, Aging Services (COSA)

ITEM TYPE: Professional Service Agreement

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval of COSA Fiscal Year 2022 - 2023 Contracts.

EXPENSE BUDGET LINE ITEM ACCOUNT: Various, see attachment

ESTIMATED/ACTUAL COST OF REQUEST: \$7,116,474

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:

- [Fiscal Year 2022 - 2023 Contracts.docx](#)
- [Comcast Political Disclosure Form.pdf](#)
- [Contract-Accts.pdf](#)
- [Contract-Summary.pdf](#)
- [2022 - 2023 COSA Contracts.pdf](#)



INTER-OFFICE CORRESPONDENCE
COUNTY OF DELAWARE

DATE: May 23, 2022

TO: County Council

FROM: Barbara S. Nicolardi
COSA Director

SUBJECT: Council Action - COSA Contracts

I am forwarding for your review and approval the COSA Purchase of Service Agreements for the year beginning July 1, 2022. The provider agencies, services to be provided and the contract amount are shown on the attached list. Similar contracts are grouped together based on the length of the original contract and whether the contract is unit cost or program funded. All contracts are fully reimbursable under our Agreement with the PA Department of Aging.

Section A – 5-Year Program Funded Contracts, Annual Funding Agreement (Year #2), Budget Period July 1, 2022 – June 30, 2023. The funding level has been established by the availability of state funds. Each provider has submitted a budget that has been reviewed and approved.

Section B – 1-Year Program Funded Contracts for the Contract Period July 1, 2022 – June 30, 2023. Funding for these contracts has been established by the availability of state funds. Each provider submitted a budget that has been reviewed and approved.

Section C – 5-Year Unit Price Contracts, Annual Funding Agreement (Year #2), Budget Period July 1, 2022 – June 30, 2023. Adult Day Centers are paid at a daily or half day rate. The In-Home Services Providers are paid at an hourly rate. The PA Department of Aging permitted a 4.5% increase for In-Home Services Providers.

Section D – 1-Year Unit Price Contracts for the Contract Period July 1, 2022 – June 30, 2023. Each contract has been negotiated with the vendor.

- Temporary Staffing Agencies help fill vacancies when we are not able to recruit staff through civil service.
- Community Transit's price is set by their PUC tariff. We supplement the 15% co-pay primarily for the Foster Grandparent Volunteers to their volunteer stations. We also continue to support grocery shopping for those seniors unable to shop due to COVID concerns.
- Meals on Wheels of Delaware County delivers meals to seniors where we are unable to provide meals through our Senior Center system.
- Dr. Kenneth Carroll and Megan Moore provide psychological and competency evaluations for COSA consumers as needed.
- Luba Somits provides oversight to the Protective Services Unit and will be assisting with the implementation of the new policies and procedures set forth by the PA Department of Aging.

Delaware County
Political Contribution Disclosure Form

Background: Under Section 6-12.E of the Administrative Code of Delaware County, Contractors under Covered Contracts are required to provide this Disclosure Form in connection with consideration of approval of such Covered Contract by County Council. ***Definitions of Contractor, Covered Contract, and certain other terms used in this Disclosure Form, as well as additional instructions for its completion, are set forth in Exhibit A attached hereto.***

Political Contribution Disclosure: Within the past twenty-four (24) months, Contractor* has:

NOT made any Reportable Contributions.

made Reportable Contributions as set forth on Schedule A attached hereto.

**Includes entities and persons related to a Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.*

Type of Business Entity

Corporation LLC Sole Proprietorship Other: (describe)
Limited Partnership Partnership LLP _____

Certification: In order for this Disclosure Form to be considered validly submitted, it must be properly signed by the Contractor or an officer or employee of the Contractor that is authorized to make this certification. Disclosure Forms that are not properly signed will not be considered as responsive to the requirements of the Delaware County Administrative Code.

By executing below, you:

- (1) Declare and certify that you are the Contractor or an employee or officer of the Contractor and duly authorized to execute this Disclosure Form.
- (2) Represent and warrant that, to the best of your knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.
- (3) Acknowledge and agree to comply with the provisions described in Exhibit A.

Name of Contractor: Comcast Cable Communications Management, LLC

By: 

Name: J.R. BOBVESHOVE

Title: VP-SALES

Date: 4/25/22

Schedule A - Attachment
Delaware County
Political Contribution Disclosure Form

Contributor	Candidate	Date	Amount	Relationship of Contributor to Contractor
Comcast Corporation & NBCUniversal Political Action Committee - USA	Friends of Chris Quinn	4/2/2020	\$ 250.00	Controlled political committee
Amy Geary	Cappelletti for PA	5/11/2020	\$ 250.00	Officer
Amy Geary	Cappelletti for PA	5/18/2020	\$ 42.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Killion Victory Committee	5/21/2020	\$ 1,000.00	Controlled political committee
Thomas Ude	Cappelletti for PA	6/3/2020	\$ 100.00	Family Member
Susan Jim Davis	Nina for PA	6/20/2020	\$ 1,000.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	PA Chamber of Business and Industry PAC	6/23/2020	\$ 7,000.00	Controlled political committee
Lexa Edsall	Friends of Deb Ciaramacca	6/23/2020	\$ 500.00	Family Member
Lexa Edsall	Friends of Jennifer O'Mara	6/23/2020	\$ 500.00	Family Member
Peter Intermaggio	Cappelletti for PA	6/23/2020	\$ 100.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	WOLF PAC	7/15/2020	\$ 25,000.00	Controlled political committee
David L. Cohen	Killion Victory Committee	7/31/2020	\$ 2,600.00	Officer
Lexa Edsall	Turn PA Blue	8/10/2020	\$ 2,500.00	Family Member
Carrie Gish	Turn PA Blue	8/11/2020	\$ 250.00	Family Member
Michelle Singer	Shapiro for Pennsylvania	8/20/2020	\$ 500.00	Officer
Michael Cavanagh	Shapiro for Pennsylvania	8/24/2020	\$ 10,000.00	Officer
Michael Parker	Shapiro for Pennsylvania	8/24/2020	\$ 1,500.00	Officer
Amy Geary	Lower Merion-Narberth Area13 Dem Com	8/25/2020	\$ 120.00	Officer
Dominick Claraldi	Shapiro for Pennsylvania	8/25/2020	\$ 1,000.00	Officer
Jon Friedman	Shapiro for Pennsylvania	8/25/2020	\$ 1,000.00	Officer
William Strahan	Shapiro for Pennsylvania	8/25/2020	\$ 2,000.00	Officer
Bret Perkins	Shapiro for Pennsylvania	8/26/2020	\$ 1,000.00	Officer
Mark Hess	Shapiro for Pennsylvania	8/26/2020	\$ 1,500.00	Officer
Mark Reilly	Shapiro for Pennsylvania	8/26/2020	\$ 1,000.00	Officer
Samuel Schwartz	Shapiro for Pennsylvania	8/26/2020	\$ 2,000.00	Officer
Peter Kiriacoulacos	Shapiro for Pennsylvania	8/27/2020	\$ 2,000.00	Officer
Lexa Edsall	Cappelletti for PA	8/28/2020	\$ 500.00	Family Member
David L. Cohen	Shapiro for Pennsylvania	8/31/2020	\$ 10,000.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Shapiro for Pennsylvania	9/11/2020	\$ 10,000.00	Controlled political committee
Lexa Edsall	Friends of Anton Andrew	9/16/2020	\$ 250.00	Family Member
Charles Herrin	Shapiro for Pennsylvania	9/17/2020	\$ 1,500.00	Officer
Jonathan Moore	Friends of Anton Andrew	9/24/2020	\$ 125.00	Officer
Jonathan Moore	Friends of Deb Ciaramacca	9/24/2020	\$ 125.00	Officer
Jonathan Moore	John Kane for Senate	9/24/2020	\$ 125.00	Officer
David L. Cohen	Friends of Joe Torsella	9/26/2020	\$ 10,000.00	Officer
Amy Geary	Turn PA Blue	9/27/2020	\$ 100.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Killion Victory Committee	9/29/2020	\$ 1,000.00	Controlled political committee
Karen Buchholz	Friends of Joe Torsella	9/29/2020	\$ 2,500.00	Officer

Schedule A - Attachment
Delaware County
Political Contribution Disclosure Form

Contributor	Candidate	Date	Amount	Relationship of Contributor to Contractor
Comcast Corporation & NBCUniversal Political Action Committee - USA	Build PA PAC	10/1/2020	\$ 20,000.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Friends of Joe Torsella	10/1/2020	\$ 10,000.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	House Republican Campaign Committee	10/1/2020	\$ 8,000.00	Controlled political committee
Julie Laine	Friends of Joe Torsella	10/1/2020	\$ 500.00	Officer
Lexa Edsall	House Democratic Campaign Committee	10/5/2020	\$ 2,500.00	Family Member
Comcast Corporation & NBCUniversal Political Action Committee - USA	Friends of Joanna McClinton	10/7/2020	\$ 500.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Northampton Township Republican Committee	10/7/2020	\$ 1,000.00	Controlled political committee
Philip Weinberg	Friends of Joe Torsella	10/12/2020	\$ 1,000.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Senate Republican Campaign Committee	10/13/2020	\$ 15,000.00	Controlled political committee
Joe Tucker	Democratic State Senate Campaign Committee	10/15/2020	\$ 1,000.00	Family Member
Lexa Edsall	Leanne for PA	10/15/2020	\$ 1,000.00	Family Member
Joe Tucker	Friends of Joe Torsella	10/16/2020	\$ 1,000.00	Family Member
Comcast Corporation & NBCUniversal Political Action Committee - USA	Friends of Chris Quinn	10/21/2020	\$ 1,000.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Killion Victory Committee	10/29/2020	\$ 5,000.00	Controlled political committee
Andrew Topping	Friends of Joe Torsella	11/3/2020	\$ 1,500.00	Officer
Madeline Bell	Hospital & Healthsystem Association of PA PAC (HAPAC)	11/17/2020	\$ 2,000.00	Director
Donetta D'Innocenzo	Crompton for Judge	2/22/2021	\$ 200.00	Family Member
Jeff Honickman	Pennsylvania Beer Alliance	3/7/2021	\$ 5,000.00	Director
Klayton Fennell	Sims 4 PA PAC	3/31/2021	\$ 500.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Build PA PAC	4/30/2021	\$ 5,000.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Chamber PAC	4/30/2021	\$ 7,500.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	House Republican Campaign Committee	4/30/2021	\$ 2,500.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Senate Republican Campaign Committee	4/30/2021	\$ 2,500.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Greater Pittsburgh Chamber of Commerce PAC	5/11/2021	\$ 3,500.00	Controlled political committee
Christian Nascimento	Montgomery County Republican Committee	5/20/2021	\$ 150.00	Officer
Sheldon Bonovitz	Duane Morris LLP Government Committee (State)	5/28/2021	\$ 1,625.00	Director
Sheldon Bonovitz	Friends of Megan Sullivan	6/7/2021	\$ 1,625.00	Director
Christian Nascimento	Friends of Megan Sullivan	7/16/2021	\$ 250.00	Officer
Klayton Fennell	Sims 4 PA PAC	8/31/2021	\$ 100.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Bucks County Republican Committee	9/29/2021	\$ 1,500.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Build PA PAC	9/29/2021	\$ 1,000.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Friends of Joanna McClinton	9/29/2021	\$ 2,500.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Senate Republican Campaign Committee	9/29/2021	\$ 5,000.00	Controlled political committee
Klayton Fennell	Sims 4 PA PAC	9/30/2021	\$ 250.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	House Republican Campaign Committee	10/1/2021	\$ 8,000.00	Controlled political committee
Jeffrey Shell	Shapiro for Pennsylvania	10/1/2021	\$ 1,000.00	Officer
Christian Nascimento	Montgomery County Republican Committee	10/5/2021	\$ 1,000.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Shapiro for Pennsylvania	10/8/2021	\$ 50,000.00	Controlled political committee

Schedule A - Attachment
Delaware County
Political Contribution Disclosure Form

Contributor	Candidate	Date	Amount	Relationship of Contributor to Contractor
Jeff Honickman	Shapiro for Pennsylvania	10/11/2021	\$ 25,000.00	Director
Lexa Edsall	Maria McLaughlin for Supreme Court	10/11/2021	\$ 1,000.00	Family Member
Comcast Corporation & NBCUniversal Political Action Committee - USA	Crompton for Judge	10/19/2021	\$ 1,000.00	Controlled political committee
Klayton Fennell	Sims 4 PA PAC	10/30/2021	\$ 250.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Friends of Ken Lawrence	11/2/2021	\$ 500.00	Controlled political committee
Gregory Rigdon	Shapiro for Pennsylvania	11/3/2021	\$ 1,000.00	Officer
Lexa Edsall	Shapiro for Pennsylvania	11/3/2021	\$ 2,500.00	Family Member
Clement Cheng	Friends of Chris Quinn	11/9/2021	\$ 250.00	Officer
Clement Cheng	Shapiro for Pennsylvania	11/9/2021	\$ 500.00	Officer
Karen Buchholz	Shapiro for Pennsylvania	11/9/2021	\$ 4,750.00	Officer
Lexa Edsall	Campaign for Compassion	11/18/2021	\$ 1,000.00	Family Member
Jeffrey Shell	Shapiro for Pennsylvania	11/23/2021	\$ 14,000.00	Officer
Michelle Singer	Shapiro for Pennsylvania	11/24/2021	\$ 1,500.00	Officer
Klayton Fennell	Sims 4 PA PAC	11/30/2021	\$ 250.00	Officer
Madeline Bell	Shapiro for Pennsylvania	12/6/2021	\$ 1,000.00	Director
James Samaha	Shapiro for Pennsylvania	12/7/2021	\$ 1,500.00	Officer
Peter Kiriacoulacos	Shapiro for Pennsylvania	12/8/2021	\$ 2,500.00	Officer
William Strahan	Shapiro for Pennsylvania	12/9/2021	\$ 2,500.00	Officer
Robert Eatroff	Shapiro for Pennsylvania	12/10/2021	\$ 3,000.00	Officer
Aileen Roberts	Shapiro for Pennsylvania	12/13/2021	\$ 10,000.00	Family Member
Michael Cavanagh	Shapiro for Pennsylvania	12/13/2021	\$ 10,000.00	Officer
Thomas John Reid	Shapiro for Pennsylvania	12/15/2021	\$ 10,000.00	Officer
Charles Herrin	Shapiro for Pennsylvania	12/16/2021	\$ 2,000.00	Officer
Jon Friedman	Shapiro for Pennsylvania	12/16/2021	\$ 1,500.00	Officer
Danielle Cohn	Shapiro for Pennsylvania	12/17/2021	\$ 500.00	Officer
Edwin Brassel	Shapiro for Pennsylvania	12/17/2021	\$ 500.00	Officer
George Fletcher	Shapiro for Pennsylvania	12/17/2021	\$ 1,000.00	Officer
Jason Conn	Shapiro for Pennsylvania	12/17/2021	\$ 500.00	Officer
Zane Vella	Shapiro for Pennsylvania	12/17/2021	\$ 500.00	Officer
Samuel Schwartz	Shapiro for Pennsylvania	12/17/2021	\$ 500.00	Officer
Dominick Ciaraldi	Shapiro for Pennsylvania	12/18/2021	\$ 2,000.00	Officer
Justin Smith	Shapiro for Pennsylvania	12/20/2021	\$ 1,000.00	Officer
Marc Rockford	Shapiro for Pennsylvania	12/21/2021	\$ 1,000.00	Officer
Trace Hawkins	Shapiro for Pennsylvania	12/21/2021	\$ 1,000.00	Officer
Neil Shank	Shapiro for Pennsylvania	12/23/2021	\$ 500.00	Officer
Michael Parker	Shapiro for Pennsylvania	12/23/2021	\$ 1,500.00	Officer
Klayton Fennell	Shapiro for Pennsylvania	12/27/2021	\$ 1,000.00	Officer
Christine Sommer McMeley	Sims 4 PA PAC	12/30/2021	\$ 1,000.00	Officer
	Shapiro for Pennsylvania	12/31/2021	\$ 250.00	Officer
	Shapiro for Pennsylvania	1/3/2022	\$ 500.00	Officer

Schedule A - Attachment
 Delaware County
 Political Contribution Disclosure Form

Contributor	Candidate	Date	Amount	Relationship of Contributor to Contractor
Jim Multari	Shapiro for Pennsylvania	1/11/2022	\$ 500.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Build PA PAC	1/26/2022	\$ 5,000.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	Friends of Joanna McClinton	1/26/2022	\$ 1,000.00	Controlled political committee
Comcast Corporation & NBCUniversal Political Action Committee - USA	House Republican Campaign Committee	1/26/2022	\$ 500.00	Controlled political committee
Klayton Fennell	Sims 4 PA PAC	1/31/2022	\$ 250.00	Officer
Comcast Corporation & NBCUniversal Political Action Committee - USA	Delaware County Republican Finance Committee	2/2/2022	\$ 1,000.00	Controlled political committee
Jeff Honickman	Pennsylvania Beer Alliance	2/8/2022	\$ 7,500.00	Director
Klayton Fennell	Sims 4 PA PAC	2/28/2022	\$ 250.00	Officer
Klayton Fennell	Sims 4 PA PAC	3/31/2022	\$ 250.00	Officer

	C	D	E	F	G	H	K
1	Vendor name	FUND	Fund Center	G/L Number		SAP /P.O .vendor	2022-2023 AMOUNT
2							
3	SECTION A - Program Funded - Five Year Contract						
4	Legal Aid of Southeastern PA	3523	4509	630901		2015723/105513	\$ 55,725.00
5							
6	Main Line Snr Svcs - Wayne Snr Cntr	3523	4504	630408		2012077/105536	\$ 75,179.30
7	Main Line Snr Svcs - Wayne Snr Cntr	3523	4514	630706		2012077/105536	\$ 16,109.85
8	Main Line Snr Svcs - Wayne Snr Cntr	3523	4521	630311		2012077/105536	\$ 16,109.85
9	<i>contract total</i>						\$ 107,399.00
10							
11	Senior Community Service (Apprise)	3523	4511	630413		2004019/105525	\$ 85,635.00
12							
13	SCS- Medical Equipment	3523	4518	630541		2004019/105525	\$ 151,000.00
14	SCS-Care Management	3523	4523	630266		2004019/105525	\$ 1,353,966.00
15	<i>contract total</i>						\$ 1,504,966.00
16							
17	SCS -Federal Family Caregiver	3523	4552	630542		2004019/105525	\$ 346,310.00
18	SCS - SCS-State Family Caregiver	3523	4552	630543		2004019/105525	\$ 69,558.00
19	SCS -Federal Family Caregiver-GrndPrnt	3523	4552	630544		2004019/105525	\$ 70,000.00
20	<i>contract total</i>						\$ 485,868.00
21							
22	SCS (Home Delivery Meals)	3523	4502	630202		2004019/105525	\$ 238,869.00
23	SCS - SCS Comm.Services	3523	4504	630402		2004019/105525	\$ 358,864.00
24	SCS - SCS.Cong.Meals	3523	4521	630218		2004019/105525	\$ 123,310.00
25	<i>contract total</i>						\$ 721,043.00
26							
27	Senior Services Management Group	3523	4502	630210		2004020/105527	\$ 707,053.00
28	Senior Services Management Group	3523	4521	630219		2004020/105527	\$ 219,300.00
29	<i>contract total</i>						\$ 926,353.00
30							
31	Surrey Services - Home Delivery Meals	3523	4502	630192		2025607/105531	\$ 29,920.00
32	Surrey Services for Seniors	3523	4504	630401		2025607/105531	\$ 178,741.00
33	Surrey Services-For Seniors-Transport	3523	4514	630703		2025607/105531	\$ 47,872.00
34	Surrey Services-For Seniors	3523	4519	630237		2025607/105531	\$ 9,244.00
35	Surrey Services-Cong.Meals	3523	4521	630199		2025607/105531	\$ 30,574.00
36	Surrey Services-Volunteers	3523	4529	630603		2025607/105531	\$ 9,244.00
37	<i>contract total</i>						\$ 305,595.00
38							
39	Upper Darby Twnshp Leisure Svcs	3523	4502	630213		2004502/105534	\$ 48,800.00
40	Upper Darby Twnshp Leisure Svcs	3523	4504	630407		2004502/105534	\$ 131,648.00
41	Upper Darby Twnshp Leisure Svcs	3523	4514	630705		2004502/105534	\$ 21,000.00
42	Upper Darby Twnshp Leisure Svcs	3523	4521	630304		2004502/105534	\$ 99,247.00
43	<i>contract total</i>						\$ 300,695.00
44							
45	SECTION A TOTAL						\$ 4,493,279.00
46							

	C	D	E	F	G	H	K
1	Vendor name	FUND	Fund Center	G/L Number		SAP /P.O .vendor	2022-2023 AMOUNT
2							
47	SECTION B- One Year Program Funded						
48	Delaware County Victim Assist. Cntr	3523	4511	630000		2034260/107065	\$ 40,000.00
49	Comcast /Effectv	3523	4511	630000		2033581/106591	\$ 138,894.48
50	Audacy Operations, Inc.	3523	4511	630000		2035068/107294	\$ 40,000.00
51	Intersection	3523	4511	630000		2034031/106922	\$ 40,000.00
52	Clear Channel	3523	4511	630000		2033586/106590	\$ 40,000.00
53	Regional Cooperative	3523	4524	630000			70,000.00
54	SECTION B TOTAL						\$ 368,894.48
55							
56	SECTION C - Unit cost- Five Year Contracts						
57	Adult Day Services	3523	4520	630052		2009586/105938	\$ 16,000.00
58	Senior Care Centers of PA, Inc. D/B/A Active Day	3523	4520	630055		2022625/105524	\$ 16,000.00
59	Accucare Home Nursing Inc.	3523	4513	630355		2010834/105494	\$ 72,000.00
60	Accucare Home Nursing Inc.	3523	4519	630355		2010834/105494	\$ 6,000.00
61	Affinity	3523	4513	630000		2030964/106848	\$ 12,000.00
62	Affinity	3523	4519	630000		2030964/106848	\$ 2,400.00
63	BMG Circle of Life LLC, Always Bestcare	3523	4513	630091		2030965/105495	\$ 90,000.00
64	BMG Circle of Life LLC, Always Bestcare	3523	4519	630091		2030965/105495	\$ 24,000.00
65	Arum Healthcare Services Inc.	3523	4513	630000		2030967/106046	\$ 20,000.00
66	Arum Healthcare Services Inc.	3523	4519	630000		2030967/106046	\$ 3,000.00
67	Care First Home Health	3523	4513	630092		2034227/107082	\$ 4,000.00
68	Care First Home Health	3523	4519	630092		2034227/107082	\$ 8,000.00
69	Care First Nursing Inc	3523	4513	630092		2030968/105498	\$ 30,000.00
70	Care First Nursing Inc	3523	4519	630092		2030968/105498	\$ 2,000.00
71	Comfort Care-KeyNCare	3523	4513	630000		2034222/107083	\$ 24,000.00
72	Comfort Care-KeyNCare	3523	4519	630000		2034222/107083	\$ 3,000.00
73	Criticare Home Care	3523	4513	630433		2011597/105502	\$ 20,000.00
74	Criticare Home Care	3523	4519	630433		2011597/105502	\$ 3,000.00
75	d/b/a Eden Home (Bunmi Ogundipe)	3523	4513	630000		2034225/107084	\$ 33,400.00
76	d/b/a Eden Home (Bunmi Ogundipe)	3523	4519	630000		2034225/107084	\$ 6,300.00
77	Edmacy Home Care	3523	4513	630000		2034226/107078	\$ 22,000.00
78	Edmacy Home Care	3523	4519	630000		2034226/107078	\$ 20,000.00
79	d/b/a Comfort Keepers (Eldercare Alternativ	3523	4513	630016		2013093/105501	\$ 52,000.00
80	d/b/a Comfort Keepers (Eldercare Alternativ	3523	4519	630016		2013093/105501	\$ 3,600.00
81	Fanorte LLC d/b/a Right At Home	3523	4513	630038		2019791/105503	\$ 22,000.00
82	Fanorte LLC d/b/a Right At Home	3523	4519	630038		2019791/105503	\$ 3,000.00
83	Gentle Care Inc.	3523	4513	630017		2019918/105504	\$ 9,400.00
84	Gentle Care Inc.	3523	4519	630017		2019918/105504	\$ 1,000.00
85	Granny's Helping Hand - PA Inc	3523	4513	630384		2009914/105506	\$ 120,000.00
86	Granny's Helping Hand - PA Inc	3523	4519	630384		2009914/105506	\$ 26,000.00
87	Heron Companions	3523	4513	630806		2002022/105507	\$ 32,000.00
88	Heron Companions	3523	4519	630806		2002022/105507	\$ 14,000.00
89	Jorpat Home Health Care	3523	4513	630029		2011598/105512	\$ 14,000.00
90	Jorpat Home Health Care	3523	4519	630029		2011598/105512	\$ 2,400.00
91	Lifeline Home Health Inc.	3523	4513	630000		2016915/105514	\$ 42,000.00
92	Lifeline Home Health Inc.	3523	4519	630000		2016915/105514	\$ 2,400.00
93	Lisette Home Care Service	3523	4513	630805		2024757/105515	\$ 102,000.00
94	Lisette Home Care Service	3523	4519	630805		2024757/105515	\$ 32,000.00
95	Open Systems Healthcare, Inc.	3523	4513	630000		2030973/105973	\$ 8,800.00

	C	D	E	F	G	H	K
1	Vendor name	FUND	Fund Center	G/L Number		SAP /P.O .vendor	2022-2023 AMOUNT
2							
96	Open Systems Healthcare, Inc.	3523	4519	630000		2030973/105973	\$ 2,000.00
97	Penn Home Health Care	3523	4513	630000		2034224/107079	\$ 23,000.00
98	Penn Home Health Care	3523	4519	630000		2034224/107079	\$ 2,400.00
99	Premier Care	3523	4513	630000		2024759/106817	\$ 12,500.00
100	Premier Care	3523	4519	630000		2024759/106817	\$ 2,400.00
101	Primal Touch Home Care	3523	4513	630000		2034223/107080	\$ 38,600.00
102	Primal Touch Home Care	3523	4519	630000		2034223/107080	\$ 3,000.00
103	Snr Health Ventures LLC-d/b/a Snr Helpers	3523	4513	630807		2024761/105526	\$ 136,000.00
104	Snr Health Ventures LLC-d/b/a Snr Helpers	3523	4519	630807		2024761/105526	\$ 48,000.00
105	Successful Aging Care Net	3523	4513	630041		2018175/105529	\$ 58,000.00
106	Successful Aging Care Net	3523	4519	630041		2018175/105529	\$ 24,000.00
107	Surrey Services - home care	3523	4505	630084		2025607/105531	\$ 10,000.00
108	Surrey Services - home care	3523	4513	677005		2025607/105531	\$ 16,000.00
109	Surrey Services - home care	3523	4519	677005		2025607/105531	\$ 2,400.00
110	Total Home Health Care	3523	4513	630409		2004394/105533	\$ 120,000.00
111	Total Home Health Care	3523	4519	630409		2004394/105533	\$ 72,000.00
112	Jocelyn Fuller/d/b/a/ Unforgettable Caregiver	3523	4513	630000		2034241/107081	\$ 12,000.00
113	Jocelyn Fuller/d/b/a/ Unforgettable Caregiver	3523	4519	630000		2034241/107081	\$ 2,400.00
114	Victoria's Home Care, LLC	3523	4513	630044		2019500/105535	\$ 48,000.00
115	Victoria's Home Care, LLC	3523	4519	630044		2019500/105535	\$ 5,600.00
116	Comforcare Senior Services - d/b/a We Care	3523	4513	630800		2000854/105499	\$ 60,000.00
117	Comforcare Senior Services - d/b/a We Care	3523	4519	630800		2000854/105499	\$ 16,000.00
118	SECTION C TOTAL						\$ 1,638,000.00
119							
120	SECTION D -- unit cost - One Year contract						
121	ATC Healthcare Services	3523	4501	630093		2017988/105766	\$ 1,500.00
122	ATC Healthcare Services	3523	4511	630093		2017988/105766	\$ 3,000.00
123	ATC Healthcare Services	3523	4524	630093		2017988/105766	\$ 3,000.00
124	ATC Healthcare Services	3523	4551	630093		2017988/105766	\$ 1,000.00
125	<i>contract estimate</i>						\$ 8,500.00
126							
127	Axion	3523	4501	630067		2022670/105496	\$ 50,000.00
128	Axion	3523	4510	630067		2022670/105496	\$ 67,000.00
129	Axion	3523	4511	630067		2022670/105496	\$ 65,000.00
130	Axion	3523	4523	630067		2022670/105496	\$ 18,000.00
131	Axion	3523	4524	630067		2022670/105496	\$ 52,000.00
132	Axion	3523	4551	630067		2022670/105496	\$ 1,000.00
133	<i>contract estimate</i>						\$ 253,000.00
134							
135	Kenneth R. Carroll	3523	4524	630078		2032064/105936	\$ 18,000.00
136							
137	Community Transit of Del. County, Inc.	3523	4514	630701		2007353/105538	\$ 2,000.00
138	Community Transit of Del. County, Inc.	3523	4519	630701		2007353/105538	\$ 4,000.00
139	Community Transit of Del. County, Inc.	3523	4555	630702		2007353/105538	\$ 18,000.00
140	<i>contract estimate</i>						\$ 24,000.00
141							

	C	D	E	F	G	H	K
1	Vendor name	FUND	Fund Center	G/L Number		SAP /P.O .vendor	2022-2023 AMOUNT
2							
142	General Healthcare Resources, LLC	3523	4501	677009		2035012/107255	\$ 1,000.00
143	General Healthcare Resources, LLC	3523	4511	677009		2035012/107255	\$ 3,000.00
144	General Healthcare Resources, LLC	3523	4524	677009		2035012/107255	\$ 5,000.00
145	General Healthcare Resources, LLC	3523	4551	677009		2035012/107255	\$ 1,000.00
146	<i>contract estimate</i>						\$ 10,000.00
147							
148	Luba Somits		4524	630000		2023446/102214	\$ 80,000.00
149							
150	Monarch	3523	4501	630222		2011369	\$ 72,000.00
151	Monarch	3523	4511	630222		2011369	\$ 12,000.00
152	Monarch	3523	4524	630222		2011369	\$ 500.00
153	Monarch	3523	4551	630222		2011369	\$ 500.00
154	Monarch	3523	4555	630222		2011369	\$ 12,000.00
155							\$ 97,000.00
156							
157	Meals on Wheels of Del. County - Aston	3523	4502	630215		2002901/105518	\$ 40,000.00
158							
159	Moore Psychological Services	3523	4524	630350		2032813/106239	\$ 75,000.00
160							
161	SECTION D TOTAL						\$ 605,500.00

2022- 2023 Fiscal Year BLOCK GRANT FUNDED	
Annual Contract amounts	Estimated annual spend on unit price contracts
Part A - Program funded - (Five Years)	\$ 4,493,279.00 \$ -
Part B- Program funded (One Year)	368,894.48
Part C - Unit Price - (Five years)	- 1,638,000.00
Part D - Unit Price -(One Year)	- 605,500.00
Total	\$ 4,862,173.48 \$ 2,243,500.00

SERVICES FOR THE AGING CONTRACTS

Fiscal Year 2022 - 2023

SECTION A

PROGRAM FUNDED CONTRACTS (5 YEARS)

CONTRACT PERIOD: JULY 1, 2021 - JUNE 30, 2026

BUDGET PERIOD: JULY 1, 2022 - JUNE 30, 2023

<u>CONTRACTOR</u>	<u>CONTRACT #</u>	<u>SERVICE</u>	<u>AMOUNT</u>
LEGAL AID OF SOUTHEASTERN PA	CO1246	LEGAL SERVICES	\$ 55,725.00
MAIN LINE SENIOR SERVICES	CO4026	SENIOR CENTER, CONGREGATE MEALS	\$ 107,399.00
SENIOR COMMUNITY SERVICES	CO0526ap	PA MEDI - VOLUNTEER SERVICES - INSURANCE COUNSELING	\$ 85,635.00
SENIOR COMMUNITY SERVICES	CO0526cm	CARE MANAGEMENT	\$ 1,504,966.00
SENIOR COMMUNITY SERVICES	CO0526fc	CAREGIVER SUPPORT PROGRAM - FEDERAL & STATE	\$ 485,868.00
SENIOR COMMUNITY SERVICES	CO0526sc	SENIOR CENTER, CONGREGATE MEALS, HOME DELIVERED MEALS	\$ 721,043.00
SENIOR SERVICES MANAGEMENT GROUP	CO2226	NUTRITION SERVICES	\$ 926,353.00
SURREY SERVICES	COS526sc	SENIOR CENTER, MEALS, VOLUNTEER SERVICES	\$ 305,595.00
UPPER DARBY TWP.	CO0626	SENIOR CENTER, CONGREGATE MEALS, HOME DELIVERED MEALS	\$ 300,695.00

SECTION B

PROGRAM FUNDED CONTRACTS (1 YEAR)

CONTRACT PERIOD: JULY 1, 2022 - JUNE 30, 2023

<u>CONTRACTOR</u>	<u>CONTRACT #</u>	<u>SERVICE</u>	<u>AMOUNT</u>
DEL. CO. VICTIM ASSISTANCE CTR.	CODCVAC22	VICTIMS ASSISTANCE	\$ 40,000.00
COMCAST/EFFECTV	COCMCST23	ADVERTISING - AIRING COSA TV COMMERCIAL	\$ 138,894.48
AUDACY	COAOI23	ADVERTISING - AIRING COSA RADIO COMMERCIAL	\$ 39,900.00
CLEAR CHANNEL	COCLRCHNL23	BUS SHELTERS	\$ 39,660.00
INTERSECTION MEDIA GROUP	COIM23	BUSES	\$ 39,997.50
REGIONAL COOPERATIVE, LLC	CORC23	PROTECTIVE SERVICES SUPPORT	\$ 70,000.00

SECTION C

UNIT PRICE CONTRACTS (5 YEARS)

CONTRACT PERIOD: JULY 1, 2021 - JUNE 30, 2026

BUDGET PERIOD: JULY 1, 2022 - JUNE 30, 2023

<u>CONTRACTOR</u>	<u>CONTRACT #</u>	<u>SERVICE</u>	<u>AMOUNT</u>
ADULT DAY SERVICES, INC.	CO4026	ADULT DAY CARE	UNIT COST
SENIOR CARE CENTERS OF PA, INC D/B/A ACTIVE DAY	CO0726	ADULT DAY CARE	UNIT COST
ACCUCARE HOME NURSING	CO04326	IN-HOME SERVICES	UNIT COST
AFFINITY HEALTHCARE SOLUTIONS	COAHS26	IN-HOME SERVICES	UNIT COST
ALWAYS BEST CARE SENIOR SERVICES	COABSS26	IN-HOME SERVICES	UNIT COST
ARUM HEALTHCARE SERVICES INC	COARHS26	IN-HOME SERVICES	UNIT COST

CARE FIRST HOME HEALTH INC	COCFHH26	IN-HOME SERVICES	UNIT COST
CARE FIRST NURSING	COCFN26	IN-HOME SERVICES	UNIT COST
COMFORT CARE PROVIDERS DBA KEYNCARE	COCCPKC26	IN-HOME SERVICES	UNIT COST
CRITICARE HOME CARE	CO5026	IN-HOME SERVICES	UNIT COST
EDEN HOME CARE	COEHC26	IN-HOME SERVICES	UNIT COST
EDMACY HOME CARE	COEMCY26	IN-HOME SERVICES	UNIT COST
ELDERCARE ALTERNATIVES INC DBA COMFORT KEEPERS	CO7726	IN-HOME SERVICES	UNIT COST
FANORTE LLC DBA RIGHT AT HOME	CO2526	IN-HOME SERVICES	UNIT COST
GENTLE CARE INC	CO0926	IN-HOME SERVICES	UNIT COST
GRANNY'S HELPING HANDS - PA INC	CO3826	IN-HOME SERVICES	UNIT COST
HERON COMPANIONS	COHC26	IN-HOME SERVICES	UNIT COST
JORPAT NURSING SERVICES INC	CO5126	IN-HOME SERVICES	UNIT COST
LIFELINE HOME HEALTH INC	CO6626	IN-HOME SERVICES	UNIT COST
LISETTE HOME CARE SERVICES LLC	COLHCS26	IN-HOME SERVICES	UNIT COST
OPEN SYSTEMS HEALTHCARE INC	COOSH26	IN-HOME SERVICES	UNIT COST
PENN HOME HEALTH CARE LLC	COPHHC26	IN-HOME SERVICES	UNIT COST
PREMIER CARE & STAFFING	COPCSS26	IN-HOME SERVICES	UNIT COST
PRIMAL TOUCH HOME CARE	COPTHC26	IN-HOME SERVICES	UNIT COST
SENIOR HEALTH VENTURES LLC DBA SENIOR HELPERS	COSH26	IN-HOME SERVICES	UNIT COST
SUCCESSFUL AGING CARE NET INC	CO9826	IN-HOME SERVICES	UNIT COST
SURREY HOME CARE	COSHC26	IN-HOME SERVICES	UNIT COST
TOTAL HOME HEALTH CARE CORP	CO1226	IN-HOME SERVICES	UNIT COST
UNFORGETTABLE CAREGIVERS LLC	COUC26	IN-HOME SERVICES	UNIT COST
VICTORIAS' HOME CARE LLC	CO0226	IN-HOME SERVICES	UNIT COST
WE CARE SR SVCS INC DBA COMFORCARE SENIOR SERVICES	COCSS26	IN-HOME SERVICES	UNIT COST

SECTION D

UNIT PRICE CONTRACTS (1 YEAR)

CONTRACT PERIOD: JULY 1, 2022 - JUNE 30, 2023

<u>CONTRACTOR</u>	<u>CONTRACT #</u>	<u>SERVICE</u>	<u>AMOUNT</u>
ATC HEALTHCARE SERVICES INC	COATC26	TEMPORARY STAFFING SERVICE	UNIT COST
AXION OF PENNSYLVANIA LLC	COAXN26	TEMPORARY STAFFING SERVICE	UNIT COST
DR KENNETH R CARROLL, PH D	COKC26	PSYCHOLOGICAL EVALUATIONS	UNIT COST
COMMUNITY TRANSIT OF DELAWARE COUNTY	CO1026	TRANSPORTATION	UNIT COST
GENERAL HEALTHCARE RESOURCES	COGH26	TEMPORARY STAFFING SERVICE	UNIT COST
LUBA SOMITS	COLS22R	PROTECTIVE SERVICES CONSULTANT	UNIT COST
MEALS ON WHEELS OF DELAWARE COUNTY	CO2626	HOME DELIVERED MEALS	UNIT COST
MEGAN M MOORE PSY.D ABPP	COMM26	PSYCHOLOGICAL EVALUATIONS	UNIT COST



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Denise Long, Public Works

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval of Professional Services Agreement with Bonnett Associates Inc. and the County of Delaware for additional engineering services requested by County for Automatic Temperature Control System for the 10th , 11th & 12th floor at Fair Acres Building #8, for an amount not to exceed \$30,760.00. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 4669-9508-704001

ESTIMATED/ACTUAL COST OF REQUEST: 30,760.00

FUNDING SOURCE: Capital

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:
[220506 FAGC Building 8 ATC Proposal.pdf](#)

BA BONNETT ASSOCIATES INCORPORATED
ARCHITECTS PLANNERS ENGINEERS PROGRAM MANAGERS

May 6, 2022

Mrs. Danielle Floyd
Director Public Works
County of Delaware
Government Center Building
Room 207
Media, PA 19063

Re: Fair Acres Geriatric Center Building # 8
Automatic Temperature Control System for Floors 10, 11 & 12

Dear Mrs. Floyd,

Bonnett Associates Incorporated is pleased to submit this proposal to provide Engineering Services for the preparation of Technical Specifications, Construction Documents, Bidding Assistance and Construction Administration for the HVAC Automatic Temperature Control System at Floors 10, 11 & 12 at Building 8 of Fair Acres Geriatric Center.

Services include initial site visit to confirm location of existing fan coil units and VAV boxes and head end systems on each floor and main head end for the building; two (2) meetings with Owner and ATC provider to develop scope and system parameters for the project; preparation of drawings, details, and technical specifications for the Automatic Temperature Controls System. Bid Documentation will be provided to the Owner and coordinated for bidding. Bonnett Associates Incorporated (BAI) will provide clarification of the requirements of the Project as requested by bidders. Services provided during construction would include review of product submissions, three (3) site visits to review the construction work in progress, one of which will include the preparation of a punch list and one to verify completion of punch list work. BAI will review the contractor's application for payment and recommend the amount to be paid.

Our Services will include the following allocation of time to be provided by the BAI Staff for each phase of services noted. We have made reasonable assumptions of the time necessary to complete the tasks for Survey, Design, Bidding and Construction Administration. However, until we have had the opportunity to investigate existing conditions, we will not have a full understanding of the probable effort necessary to complete the professional services required for this project. Therefore, additional time beyond the staff hours allocated below may be necessary. We propose to invoice for our services based on actual hours charged by the personnel we have assigned to produce the tasks involved, which may be more or less than the total hours indicated below. We will keep representatives of the County of Delaware informed of our progress in the interest of alerting them to and justifying the potential need for additional time and costs for our services, should that be necessary. We will endeavor to complete the necessary services within the time and Grand Total Cost allocated below.

BONNETT ASSOCIATES INCORPORATED

Mrs. Danielle Floyd, Director Public Works
 Re: Fair Acres Geriatric Center Building # 8
 Automatic Temperature Control system for Floors 10, 11 & 12
 May 6, 2022

Page 2

FAGC ATC Design Compensation Worksheet			May 6, 2022
Survey	Hours	Rate	Total
Walter Subers, PE	12.00	\$ 162.00	\$ 1,944.00
Total Survey Phase			\$ 1,944.00
Design Phase			
Peter Medica, AIA	8.00	\$ 168.00	\$ 1,344.00
Walter Subers, PE	60.00	\$ 162.00	\$ 9,720.00
Drafting	40.00	\$ 110.00	\$ 4,400.00
Technical Assistant/Clerical	8.00	\$ 68.00	\$ 544.00
Total Design Phase			\$ 16,008.00
Bid Phase			
Peter Medica, AIA	6.00	\$ 168.00	\$ 1,008.00
Walter Subers, PE	12.00	\$ 162.00	\$ 1,944.00
Technical Assistant/Clerical	8.00	\$ 68.00	\$ 544.00
Total Bid Phase			\$ 3,496.00
Construction Administration Phase			
Peter Medica, AIA	12.00	\$ 168.00	\$ 2,016.00
Walter Subers, PE	40.00	\$ 162.00	\$ 6,480.00
Technical Assistant/Clerical	12.00	\$ 68.00	\$ 816.00
Total Bid Phase			\$ 9,312.00

Grand Total \$ 30,760.00

In addition to the cost of services described above, we will invoice for Reimbursable Expenses incurred in the process of completing our services. Reimbursable Costs would include the reproduction of bid documents, express mail services, and reproduction of product information and shop drawings during the Construction Phase of the Project.

Thank you for this opportunity to provide Engineering Services to the County of Delaware and Fair Acres Geriatric Center. If this proposal is acceptable, please sign and return one copy for our record.

Respectfully Submitted,



Peter M. Medica, AIA, Executive Vice President
 BONNETT ASSOCIATES INCORPORATED

Accepted by:

 Signature of Authorized Representative

 Printed Name

 Date



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Denise Long, Public Works

ITEM TYPE: Award of Contract

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval of change order #2 to KPN contract #201801JOCC-26 between the County of Delaware and S J Thomas for an extension of time for major renovations at Fair Acres Building # 8 10th, 11th and 12th Floors at a fee of \$803,936.71. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 4669-9508-704001

ESTIMATED/ACTUAL COST OF REQUEST: \$803,956.71

FUNDING SOURCE: Capital

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: The original contract expired on November 5th 2021 this would extend the contract until December 31

ATTACHMENTS:
[COR 47 Extension Claim \(002\).pdf](#)
[COR 47 Extension Claim Backup.pdf](#)

PROPOSAL/ESTIMATE FOR CONTRACT MODIFICATION

DATE: 15-Apr-22

CONTRACT TITLE:

CONTRACT NO:

DESCRIPTION:

COR 47 Extension claim November 5th 2021 thru December 31st 2022

PRIME CONTRACTOR'S WORK				Revisions/Comments
1 Direct Materials				
2 Sales Tax on Materials	% of line 1	6%		
3 Direct Labor			522,000.00	
4 Insurance, Taxes	% of line 3	23%	120,060.00	
5 Rental Equipment				
6 Sales Tax on Rental Equipment	% of line 5	6%		
7 Equipment Ownership				
8 SUBTOTAL	Add lines 1-7		642,060.00	
9 Field Overhead	0% of line 8			
10 SUBTOTAL	Add lines 8 & 9		642,060.00	

Prime Remarks:

SUB-CONTRACTOR'S WORK				Revisions/Comments
11 Direct Materials				
12 Sales Tax on Materials	% of line 11			
13 Direct Labor				
14 Insurance, Taxes, & Fringe Benefits	% of line 13			
15 Rental Equipment				
16 Sales Tax on Rental Equipment	% of line 15	6%		
17 Equipment Ownership				
18 SUBTOTAL	add lines 11-17			
19 Field Overhead	10% of line 18	10%		
20 SUBTOTAL	add lines 18 & 19			
21 Home Office Overhead	3% of line 20	3%		
22 Profit	% of line 20	10%		
23 SUBTOTAL	Add lines 20 - 22			

Sub Remarks:

24 Prime Contractor's Work	from line 10		642,060.00	
25 Sub-contractor's Work	from line 23			
26 SUBTOTAL	add lines 24 & 25		642,060.00	
27 Prime Overhead on sub-contractor	10% of line 25	10%		
28 Prime's Home Office Overhead	10% of line 24	10%	64,206.00	
29 Prime's Profit	10% of line 26	10%	64,206.00	
30 SUBTOTAL	add lines 26 - 29		770,472.00	
31 Prime Contractor's Bond Premium	2% of line 30	2%	15,409.44	
32 SUBTOTAL	add lines 30 & 31		785,881.44	
33 Gordian Fee	% of line 32	2.30%	18,075.27	
34 TOTAL COST	add lines 32 & 33		803,956.71	

Estimate time extension and justification
120 days

Prime Contractor name:

Sub-contractor name:

Signature & Title of preparer

Date 4/15/2022

S. J. Thomas Co. Inc.

140 Bartram Ave. Lansdowne Pa. 19050

Ph. (610) 622-3720 Fax (610) 622-1517

COR 47 Extension November 5th 2021 thru Dec 31 2022

General
Construction

\$ 522,000.00

ITEM	Description Of Work	Quant.	Unit	Material Cost	Total Material Cost	Sub.Cont. Price	Man Hrs.	Labor Rate	Total Labor Cost	Benefit Rate	Total Benefit	Total Item Cost	Total Item Cost Including Taxes Labor Burdens and Markup	Gordian Fee
1				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Project Management			-	\$ -	\$ -	2320	\$ 95.00	\$ 220,400.00	\$ -	\$ -	\$ 220,400.00	\$ 220,400.00	\$ 13,334.20
3	Superintendent			-	\$ -	\$ -	2320	\$ 75.00	\$ 174,000.00	\$ -	\$ -	\$ 174,000.00	\$ 174,000.00	\$ 10,527.00
4				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Labor for Cleanup			-	\$ -	\$ -	2320	\$ 55.00	\$ 127,600.00	\$ -	\$ -	\$ 127,600.00	\$ 127,600.00	\$ 7,719.80
6				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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12				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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21				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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23				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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26				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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32				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33				-	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Denise Long, Public Works

ITEM TYPE: Award of Contract

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval of Ratification of an emergency action at GW Hill Correctional Facility to provide installation and one month's rental of a boiler to provide domestic hot water in an amount of \$27,848.60 and approve 6 additional months rental in an amount not to exceed an additional \$60,240.00 for a total not to exceed amount of \$88,088.60. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 02-2311-640001

ESTIMATED/ACTUAL COST OF REQUEST: \$88088.60

FUNDING SOURCE: County Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: The boilers at the prison are inoperable and unrepairable, and that there was not hot water in the facility. Facilities with approval from the Executive Director proceeded with an emergency replacement. The Executive Director approved the cost for installation and one month's rental of a temporary boiler for hot water is \$27,848.60 as and emergency subject to Council ratification and adding an addition 7 months rental to provide time to design and install a permanent replacement.

ATTACHMENTS:

[George W Hill Correctional Facility - Emergency Rental of an RL-50 PBR Quote#08320186-Rev1-1.pdf](#)



George W. Hill Correctional Facility

Project Name: Emergency Rental of an RL-50 PBR

Quote Number: 08320186/1

Quote Date: 05/16/22

Expiration Date: 06/12/22

George W. Hill Correctional Facility

Billing Address	P.O. Box 23 Thornton, PA 19373 US
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Customer Job Information

Address	500 Cheyney Road Thornton, PA 19373 US
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Powerhouse Rental Contact

Name	Jim Petronis
Title	Sales Engineer
Address	240 Creek Road Delanco, NJ 08075 US

Primary Contact Name	Mr. John Shuter
Title	Maintenance Manager
Mobile Phone	(484) 745-5643
Office Phone	610-361-3200
Email	shuterj@co.delaware.pa.us

Ref/PO #	
Start & End Date	05/17/22 06/13/22

End User Contact Name	
Phone/email	

24/7 Support	1 (800)-37-STEAM
Office Phone	856-368-8016
Fax	
Mobile	609-820-1043
Email	jim.petronis@powerhouse.com

Dear Mr. Shuter,

Powerhouse, part of the Atlas Copco Group, is a worldwide leading provider of portable steam and hot water rental solutions. With one of the largest rental boiler fleets in the world, Powerhouse is here to support all aspects of your projects. Our sales and operational team are committed to the success of your project regardless of the size or scale. We are pleased to present you with the following proposal for your consideration.

For nearly 40 years, Powerhouse has solved the steam needs of companies all over the world providing turn-key rental and service solutions. Although Powerhouse has been known primarily as a rental boiler company, we also provide the following services:

- New & Refurbished Boiler Sales
- Maintenance & Repair
 - ASME 'S' certification
 - NBIC 'R' certification
- Emergency Solutions
- Boiler Operation
- Design & Installation

Yours Sincerely,
Jim Petronis
Sales Engineer

Price Tables

Rental Product	Quantity	Monthly Rate \$
POWERHOUSE RL-0050 RENTAL of Transportable boiler system; chassis included. All connections made exterior to unit. Major components installed and pre-piped within enclosure include: - Packaged boiler with burner - Flame safeguard - Feedwater treatment & storage - Chassis with leveling jacks - Onboard oil tank NOTE: Exact equipment specifications, BOM and drawings provided separately. Line Total	1	9,388.00
POWERHOUSE HOSE HSE-NG-02-A ADD-ON ONLY RENTAL of 2.0 inch diameter natural gas supply hose - 50 ft length Line Total	2	326.00 652.00

Rental Total		
Net Rate		10,040.00
Rental Rate		10,040.00

Sales Product	Quantity	Rate per Unit \$	Line total
PURCHASE of (2) Sections of 2" x 50' Domestic Hot Water Hose. -FDA Rubber Suction Hose Coupled with 2" MNPT - 316 SS -Each 50' Section Costs \$1,037.15.	2	2,074.30	4,148.60
Labor to Install and Remove RL-50 Unit	1	9,900.00	9,900.00
Sales Products Price			14,048.60

Rental Services

Rental Services	Quantity	Unit Type	Rate per Unit \$	Rental Total
STANDARD START-UP SERVICE - One (1) Service Technician (ST) on site - Minimum hours on site: Six (6) - Maximum hours on site: Ten (10) NOTE: - ANCILLARY TO BOILER UNIT - Additional fees may apply - see Powerhouse Labor Rate Sheet for details	1	Day	1,760.00	1,760.00
Transportation - Cost + 15% <i>Estimated Freight Cost Each Way is \$1,000, but Final Price will be Based off Our Cost +15%</i>	2		0.00	0.00

Boiler Requirements

Jobsite Details

END USER

George W. Hill Correctional Facility

END USER CONTACT

John Shuter

SHIP TO CONTACT

INSTALLED BY

PHE Install

RENTAL CONNECTIONS

Non-Existent

SERVICE REQUIRED

Domestic Hot Water

BOILER WATER TREATMENT RESPONSIBLE

Customer Renting the Equipment

FEEDWATER REQUIRED

Complete System

FEEDWATER PRESSURE (PSI)

OPERATING PRESSURE (PSI)

VOLTAGE

120v/1ph/60Hz

CONDENSATE RETURN %

CAPACITY REQUIRED (PPH)

1,725

PRIMARY FUEL

Natural Gas

PRIMARY FUEL ONSITE

Yes

PRIMARY FUEL FLOW (SCFM)

SECONDARY FUEL

#2 oil

THIRD FUEL

FUEL ANALYSIS AVAILABLE

Hydronic/Domestic ONLY

FLOW RATE (GPH)

50 GPM

PRESSURE (PSI)

50

DELTA T

85

INCOMING TEMP (F)

55

OUTGOING TEMP (F)

140

PUMP(S) REQUIRED

HOSE REQUIRED

Yes

Technical Data Sheets



Main Features

- Control Systems & Panels
- Tri-Fuel Handling Equipment
- Feedwater Tank
- Feedwater Pump
- Domestic Hot Water Coils
- Oil Tank

Specifications and Requirements

Output Specifications

Operating Range	0-12/0-95 PSIG (0-0.83/0-6.55 BARG)
Turndown (NG / Oil)	LHL Operation
HW Design Flow	165 GPM @ 20°F ΔT (625 LPM @ 11°C ΔT)
DHW Design Flow	30 GPM @ 100°F ΔT (136 LPM @ 56°C ΔT)
Steam Quality	99.50%
Efficiency (NG / Oil)	80 - 82%

Input Specifications

City Water	7.5GPM @ 50PSIG (28.4 LPM @ 3.5 BARG)
Electricity	120 V / 1 PH / 60 Hz @ 30 A
Fuel Input (NG / Oil)	2.09 MMBTU/HR (613 KW)
NG Flow	1,049 - 2,092 CFH (495 - 987 LPM)
NG Pressure	6.0-14.0 "WC (1.5-3.5kPa)
#2 Oil Flow	8.5 - 14.9 GPH (38.6 - 67.7 LPH)
#2 Oil Pressure	Use Onboard Oil Pump
Pilot	Propane Tank Included
Fuel Oil Tank	280 GAL (1,060 L)

Connections

Steam Outlet	4" 150# FLG
HHW Supply / Return	4" 150# FLG
Stack Exhaust	12"Ø
City Water	1" NPT
Condensate Return	1-1/4" NPT
Natural Gas	2.0" 150# FLG
Fuel Oil Supply/Return	3/4" NPT
System Drain	1-1/2" NPT
Electrical	1" NPT

Dimensions

Overall Length	24' 09" (7.54 M)
Overall Width	08' 00" (2.44 M)
Overall Height	11' 04" (3.45 M)
Shipping Weight	14,000 LBS (6,350 KGS)
Operating Weight	18,100 LBS (8,210 KGS)

Version: North America 4/12/2021

General Information

Boiler Size	50 BHP (490 kW)
Max Output	1725 PPH (0.78 T/H)
Max Pressure (MAWP)	15/300 PSIG (1/20.7 BARG)
Fuel (s)	NG/#2 Oil/Propane
NOx Emission Rating	75 PPM
Service	Low Pressure Saturated Steam, Hydronic Hot Water, Domestic Hot Water

Powerhouse Equipment Rental Insurance Requirements

Per the Equipment Rental Lease Agreement, the following insurance coverage is required and a Certificate of Insurance (“COI”) that meets all requirements must be emailed to Deanne Del Piano deanne.delpiano@powerhouse.com before delivery of Equipment:

The minimum insurance coverage required is:

- Inland Marine Coverage (or similar that covers rental equipment) - Amount equal to the Total Stipulated Loss Value of All Equipment stated in the Lease Agreement.
- Commercial General Liability - \$1M/\$2M aggregate
- Automobile Liability - \$1M/\$2M aggregate
- Umbrella Liability - \$5M
- Worker’s Compensation - Statutory workers’ compensation covering all state and local requirements
- Employer’s Liability – \$1M

Insurance policy shall name Powerhouse Equipment & Engineering Co., Inc., as loss payee as its interest may appear and as an additional insured.

Certificate Holder: Powerhouse Equipment & Engineering Co., Inc., 240 Creek Road, Delanco, NJ 08075

Each of the above policies of insurance shall be primary to any liability insurance carried by Lessor, which insurance shall be excess and non-contributory for claims and losses arising out of the performance of this Lease.

Feel free to forward this document to your insurance company so that they can generate the required COI.

Per the Lease, in the event that Lessee fails to provide evidence of insurance acceptable to Lessor, Lessor shall have no obligation to make delivery of the Equipment. In the event that Lessee fails to obtain and/or maintain insurance as required by Lessor, Lessor may obtain such insurance, the cost of which plus an additional fifteen (15%) percent which will be the sole responsibility of Lessee.

Feel free to contact Deanne Del Piano at deanne.delpiano@powerhouse.com with any insurance related questions. Thank you!

POWERHOUSE EQUIPMENT & ENGINEERING CO., INC. RENTAL
LEASE AGREEMENT STANDARD TERMS AND CONDITIONS

1. **RENTAL PERIOD:** The term of this Lease shall be as set forth in the Lease Agreement, attached hereto and incorporated herein by this reference. Start Date is the date the leased equipment ("Equipment") is consigned to a carrier for shipment to customer ("Lessee") and shall continue until the Equipment is returned to Powerhouse Equipment & Engineering Co., Inc.'s ("Lessor") yard or such other point as Lessor shall direct in writing.
2. **AUTORENEW OPTION:** Lessor grants to Lessee an option for this Lease to automatically renew on a month-to-month basis under the same terms and conditions. After initial Lease term, monthly rental rate is subject to change. This Lease Agreement can be terminated at any time during the autorenewal period by giving the Lessor at least fourteen (14) days' prior written notice.
3. **RENT:** The total rental cost for the Equipment leased shall be specified in the Lease Agreement in USD for the initial term of the Lease. Rent is due in advance on a monthly basis during the Lease term. For the purposes of this Lease, one (1) month = twenty-eight (28) days and one (1) week = seven (7) days. If any payment of rent is received more than five (5) days after the due date, Lessee will pay a late fee and/or overhead charge, but not as interest, on amounts not paid when due, an amount equal to five percent (5%) of any such unpaid amount. Such late fee shall bear interest from the date that payment is due at the rate of 9.0% per annum.
4. **TAXES:** Rent **does not** include federal, state or local taxes, including, without limitation, sales, use or excise taxes now or hereafter enacted, applicable to the Equipment leased in this transaction. Lessor is responsible to collect/remit sales tax in the states of Florida, New Jersey, North Carolina and Pennsylvania. Outside of these states, any sales or use tax is the responsibility of the Lessee. All taxes may be added by Lessor to the rental price or billed separately. Lessee shall pay all taxes unless Lessee provides Lessor with the appropriate and necessary tax exemption certificate. Any property or land-use taxes are the responsibility of the Lessee. Lessee shall pay when due or reimburse Lessor, on a net after-tax basis, and shall indemnify and defend Lessor against all fees, assessments and sales, use, property, excise and other taxes and governmental charges, including, without limitation, interest and penalty by any government exclusive of any taxes based on the net income of Lessor.
5. **DELIVERY AND RETURN OF EQUIPMENT:** At Lessee's expense, Lessor will cause Equipment to be delivered to Lessee's jobsite and at end of lease term will cause Equipment to be returned to Lessor's yard. Alternatively, Lessee may designate or provide a carrier to pick up the Equipment from Lessor or to return Equipment to Lessor's yard, provided Lessee provides a certificate of insurance satisfactory to the Lessor. Risk of loss during delivery and return of Equipment shall be on Lessor unless Lessee designates or provides the carrier, in which case risk of loss during delivery and return shall be on Lessee.
6. **INSPECTION AND ACCEPTANCE BY LESSEE:** Lessee shall inspect the Equipment within five (5) days after delivery. Lessee shall notify Lessor in writing within that period of any defects or other objections to the Equipment. If Lessor receives no written notice of defects or objections within that period, Lessee will be conclusively presumed to have accepted the Equipment in good condition and repair.
7. **START-UP:** Start-up of unit(s) shall be provided by Lessor either with Lessor's direct labor or a Lessor hired subcontractor at the minimum cost to Lessee as set forth in the Lease Agreement. If the time required to complete the start-up exceeds the number of days set forth in the Lease Agreement, the start-up costs for each additional day will be as set forth in the Lease Agreement. Lessee may choose to, with prior written authorization of Lessor, start-up unit(s) at its own remedy and expense, and therefore will assume all risk associated with the start-up not otherwise covered in these terms. However, any unit with a capacity >10K pph requires startup by Lessor or the Powerhouse Limited Warranty is null and void.
8. **INSTALLATION:** Lessee, at its own cost, shall be solely responsible for the installation and interconnection of the Equipment with its existing facilities and for the supply of all utilities and permits required for installation and operation of the Equipment unless otherwise stated in the Lease Agreement.
9. **WATERSIDE SCALE AND CORROSION:** Lessee agrees to maintain sufficient and adequate boiler feedwater treatment and chemical control to prevent the formation of waterside scale and corrosion to the Equipment. Lessor must approve such treatment and control methods in writing and/or receive a water sample. Lessor shall have the right to inspect the Equipment for scale and/or corrosion during the term of Lease and upon return of Equipment to Lessor and if removal/treatment is necessary, it must be removed/treated at sole cost of Lessee. Rent shall continue to be payable notwithstanding Lessor's exercise of its rights hereunder.
10. **USE AND MAINTENANCE OF EQUIPMENT:** Lessee shall at all times cause the Equipment to be operated strictly in accordance with the manufacturer's and Lessor's instructions and manuals provided to Lessee at time of delivery and standard industry practice, by competent, qualified, and licensed (as applicable) personnel and in strict compliance with all governmental requirements. Lessee shall be responsible for ascertaining that the Equipment is installed and operated in accordance with all code requirements and other federal, state and local applicable laws, rules, regulations and ordinances. Lessee shall keep the Equipment in good repair and operating condition and return it in the same clean condition in which it was received, allowing only for reasonable wear and tear. Lessee is fully responsible for inspecting the Equipment on a regular basis, regardless if Equipment includes BoilerLink™, and agrees to inform Lessor immediately of any known or suspected problems. Lessee agrees to not make any modifications to the Equipment nor the programs in BoilerLink™ without Lessor's direction and consent or such acts will void the Limited Equipment Warranty. Lessee shall pay all expenses of operating, maintaining and repairing the Equipment. In the event that the Equipment is stored outdoors, Lessee shall provide adequate protection from the elements. Lessee assumes all risks of all nature associated with the use and operation of the Equipment during the period of the Lease.
11. **INDEMNIFICATION:** Lessee shall indemnify, defend and hold Lessor harmless against all claims, losses, damages, actions, fines, penalties, costs, expenses and liabilities of any nature whatsoever, including but not limited to negligence, bodily injury, death, tort and strict liability, including attorney's fees, arising out of, relating to, or resulting from the Lessee's use, operation and/or transportation of the Equipment or arising out of or in connection with the negligence or willful misconduct by Lessee during the term of this Lease, except to the extent caused by the Lessor's gross negligence or willful misconduct. Lessee's agreement to indemnify, defend and hold harmless as set forth in the immediately preceding sentence shall not be negated or reduced because Lessee's insurance carrier denies insurance coverage for the claim and/or refusal to defend Lessor or Lessee.
12. **SURRENDER OF EQUIPMENT AT END OF LEASE:** Lessee agrees on expiration of this Lease to completely drain and disconnect the Equipment unless Lessor has agreed to do so in the Lease Agreement. Lessee agrees to return Equipment at Lessee's sole expense in good condition and free of encumbrances to Lessor's yard or to any other location that Lessor may designate without increasing the cost of delivery.

13. TITLE: Title to the Equipment shall remain with Lessor at all times during the term of the Lease. Lessee shall not remove from the Equipment any serial number, model, name or other indicia of ownership. Lessee shall give Lessor immediate written notice of any claim, levy, lien or other legal process issued against the Equipment. Lessee further agrees to cooperate with Lessor and take whatever action may be necessary to allow Lessor to file or record this Lease in such offices (such as UCC) as may be necessary in order to protect Lessor's interests in the Equipment.

14. MARKING OF EQUIPMENT: Lessor has marked and identified the Equipment as property of Lessor. Lessee shall not remove such markings and shall not permit the name of any person, association or corporation other than Lessor to be placed on the Equipment as a designation that might be interpreted as a claim of ownership or security interest.

15. PERSONAL PROPERTY: Lessee shall not permit the Equipment to become attached or affixed to real property or otherwise to become a fixture. Even if the Equipment shall become attached or affixed to real property in violation of this Lease, the parties intend that the Equipment shall at all times be deemed to be personal property.

16. RISK OF LOSS: Once the Equipment is delivered by Lessor to Lessee, risk of loss of, damage to, or destruction of the Equipment or any part thereof at all times during the period of this Lease shall be on Lessee and no such loss, damage, or destruction will release Lessee from its obligations under the Lease. All loss of or damage to equipment rented to Lessee by Lessor while in Lessee's care, custody or control, including, but not limited to, fire, flood, theft, comprehensive losses and Acts of God, will be the responsibility of Lessee and will be paid to Lessor upon Lessor's receipt of an invoice, pursuant to Section 19.

17. INSURANCE: Lessee shall obtain and maintain at all times on the Equipment liability insurance (including, without limitation, bodily injury and property) including coverage to replace Equipment in the event of loss or damage while in Lessee's care, custody or control in the amounts, against the risks, in the form, amount and with the insurers that shall be satisfactory to Lessor. Insurance policy shall name Lessor as *loss payee* as its interest may appear and shall name Lessor as *an additional insured*. In the event that Lessee fails to provide evidence of insurance acceptable to Lessor, Lessor shall have no obligation to make delivery of the Equipment. In the event that Lessee fails to obtain and/or maintain insurance as set forth herein, Lessor may obtain such insurance, the cost of which plus an additional fifteen (15%) percent which will be the sole responsibility of Lessee. The minimum insurance coverage required is:

- Inland Marine Coverage - Amount equal to the Total Stipulated Loss Value of All Equipment stated in the Lease Agreement.
- Commercial General Liability - \$1M/\$2M aggregate
- Automobile Liability - \$1M/\$2M aggregate
- Umbrella Liability - \$5M
- Worker's Compensation - Statutory workers' compensation covering all state and local requirements
- Employer's Liability - \$1M

Each of the above policies of insurance shall be primary to any liability insurance carried by Lessor, which insurance shall be excess and non-contributory for claims and losses arising out of the performance of this Lease.

18. WAIVER OF DAMAGES; LIMITATION OF LIABILITY: Except for indemnity obligations under Section 11, in no event shall either party be liable to the other for any incidental, consequential, punitive, indirect, exemplary, liquidated or special damages of any kind, arising from any cause, for any reason, or claimed under any theory of law, including, without limitation, loss of use, loss of sales, loss of production, loss of profits or revenues, loss of business opportunity, interest charges, or cost of capital. Lessor's liability and indemnity obligations, if any, shall in no event exceed the total amounts paid to Lessor by Lessee under this Lease. These mutual waivers are not intended to apply to Section 19 Damage to Equipment and Section 28 Remedies.

19. DAMAGE TO EQUIPMENT: Equipment will be inspected for damages including scale and/or corrosion upon return to Lessor's yard. If Lessee damages the Equipment in any way during the term of the Lease, Lessee will be liable for the amount of the damage plus the daily rental rate as direct damages for each day that the Equipment is undergoing repair and is unavailable for rental by Lessor after the term of this Lease. In the event that the Equipment is destroyed during the term of the Lease, Lessee shall be liable for its Stipulated Equipment Loss Value. In the event of any damage or loss to the Equipment, or any part thereof, caused by Lessee or while in Lessee's care and irrespective of payment from any insurance coverage maintained by the Lessee, but applying full credit thereof, Lessee shall at the option of Lessor (a) place the Equipment in as good repair, condition and working order as when received by Lessee or (b) pay the Stipulated Equipment Loss Value to Lessor upon receipt of invoice for such loss if the cost to place the Equipment in as good repair, condition and working order as when received by the Lessee exceeds one-half of the amount allocated in Lease Agreement to the boiler.

20. NO EXPRESS OR IMPLIED WARRANTIES: Except as provided by the Powerhouse Limited Equipment Warranty, Lessor neither makes nor shall be deemed to have made any warranty or representation, express or implied, concerning the Equipment, including, without limitation, any warranty or representation as to design, quality, or condition of the Equipment, or as to the merchantability or fitness of the Equipment for any particular purpose of Lessee or to any other matter relating to the Equipment. Lessee acknowledges that they alone have determined the intended purpose and suitability of the Equipment and agrees that the Equipment is of a size, design and capacity selected by Lessee and that Lessee is satisfied for its purposes and that Lessor has made no representation or warranty with respect to the suitability or durability of the Equipment for the proposed use of Lessee, or any other representation or warranty, express or implied with respect thereto. The selection of sizes, types, capacities, and specifications of Equipment rented by Lessee and the suitability thereof for Lessee's specific application shall be the sole responsibility of Lessee and/or Lessee's representative or consultant. Lessee hereby agrees to waive and make no claim for breach of warranty arising from any cause whatsoever.

21. INSPECTION BY LESSOR: Upon written notification to Lessee, the Lessor shall have the right at any time during the term of the Lease to enter the premises occupied by the Equipment and shall be given free access to the premises and afforded necessary facilities for the purposes of inspection. Lessee agrees to obtain the consent of any third parties as applicable to the exercise by Lessor of its rights hereunder.

22. NO REMOVAL OF EQUIPMENT: Without Lessor's prior written consent, Lessee shall not remove the Equipment from Lessee's place of business or permit it to be removed from Lessee's possession.

23. FREE FROM LIENS: Lessee shall keep the Equipment free of all taxes, claims, liens, and encumbrances.

24. DELAYS/FORCE MAJEURE: Lessor shall not be liable for loss or damage to Lessee from delay in delivery of Equipment resulting from causes beyond Lessor's reasonable control or caused by strikes or labor difficulties, lockouts, acts or omissions of any governmental authority of the Lessor, insurrection or riot, terrorism or threats of terrorism, war, fires, floods, Acts of God, breakdown of essential machinery, accidents, embargoes, car and material shortages, delays in transportation or inability to obtain labor, materials or parts from usual sources. Any such delay shall be excused for the time reasonably necessary to compensate for the delay.

25. ASSIGNMENT: Without Lessor's prior written consent, Lessee shall not transfer, assign or otherwise dispose of this Lease or any interest created by this Lease or transfer, sublet or otherwise dispose of the Equipment or any interest in the Equipment, or permit the Equipment to be used by anyone other than the Lessee, or make any material change or modification in the Equipment, or make any addition to the Equipment. Lessor at its sole discretion shall have the right to demand adequate assurances of financial ability to perform from Lessee, its assigns, (should Lessor consent to an assignment) or its successors in interest. Any assignment of Lessee's rights or delegation of Lessee's duties under this Lease shall be void unless prior written consent is given by Lessor. Lessor may assign or transfer this Lease or any Schedule or Lessor's interest in the Equipment without notice to Lessee. Lessee acknowledges any assignment by Lessor shall not change Lessee's duties or obligations under this Lease and Lessor agrees such assignment will not increase the burdens or rights imposed on Lessee. Lessee agrees that on notice of such assignment, it will pay all rent and other sums due under the Lease to such assignee.

26. PROPERTY OWNER CONSENT: In the event that Lessee is utilizing the Equipment on premises owned by others, it is incumbent upon Lessee to obtain permission from Owner to have said Equipment on premises and is recommended that Lessee obtain the written consent and acknowledgment of the owner of such use.

27. DEFAULT: The occurrence of any of the following shall constitute a default under this Lease: (a) Lessee fails to pay when due any obligation under this Lease, by acceleration or otherwise, or otherwise breaches any provision in this Lease and that failure or breach continues for ten (10) days; (b) Lessee fails to secure or maintain insurance as required by Lessor and this Lease (c) Lessee fails to repair or replace any Equipment that suffers any damage, loss, theft or destruction within thirty (30) days following this determination; (d) Lessee fails to maintain, operate or return the Equipment as provided by this Lease; (e) Lessee fails to discharge its obligations under any assignment of this Lease by Lessor; (f) Lessee fails to observe or perform any other covenant, condition or agreement to be performed or observed by it hereunder and such failure continues for ten (10) days; (g) Any warranty or representation of Lessee contained in this Lease proves to be false or incorrect at any time; (h) Lessee becomes insolvent, ceases to do business or becomes unable to pay its debts generally as they become due; or a petition for relief under bankruptcy or insolvency laws or for reorganization is filed by or against Lessee; or Lessee makes an assignment for benefit of creditors or a receiver or liquidator is appointed for Lessee, or any court of competent jurisdiction orders the winding up or liquidation of the affairs of Lessee; (i) The Equipment is encumbered, levied upon, confiscated, condemned, seized, or attached.

28. REMEDIES: Upon the occurrence of any event of default and at any time thereafter, Lessor may, with or without cancelling this Lease, in its sole discretion, do any one or more of the following: (a) Lessor may declare by written notice to Lessee all rent to become due under the Lease to be immediately due and payable to Lessor as direct damages, and not as a penalty. (b) Lessor may recover the Stipulated Equipment Loss Value of the Equipment plus interest at the rate of eighteen percent (18%) per annum until paid and all commercially reasonable costs and expenses incurred by Lessor in the repossession, recovery, storage, repair, sale, re-lease or other disposition of the Equipment due upon receipt of invoice. (c) Lessor may enter the premises where the Equipment is located and take immediate possession of and remove the Equipment; all without liability to Lessor, whether for the restoration of damage to any property caused by the taking or otherwise, for or by reason of the entry or taking of possession or otherwise. (d) Lessor may require Lessee at Lessee's sole expense to assemble the Equipment and to return it immediately, fully insured against all risks, to a place that Lessor designates. (e) Lessor is further entitled to pursue any other remedy which may be available to it under the Uniform Commercial Code (UCC) or any other applicable law or any combination of remedies legally, or equitably, available. Lessee shall pay all expenses incurred by Lessor in exercising any of these remedies under this Lease, including, without limitation, costs of collection, repossession and reasonable attorney's fees.

29. TERMINATION OF LEASE BY DEFAULT: When Lessor takes possession of the Equipment pursuant to the provisions of default, this Lease shall terminate without prejudice to any right or claim for arrears of rent, if any, or on account of any preceding breach or breaches of this Lease.

30. NO SET-OFF BY LESSEE: Lessee's obligations to pay all rent and other amounts due under this Lease is absolute and unconditional under all circumstances whatsoever and shall not be subject to any set-off or reduction for any reason whatsoever.

31. LEASE AS ENTIRE AGREEMENT: This Lease, including the Standard Terms and Conditions and Schedules, and any Amendments embodies the entire agreement between the parties, and all prior agreements with respect thereto and any Purchase Order terms by Lessee are hereby superseded. Any Purchase Order by Lessee that contain terms in addition to or inconsistent with these Terms, or terms that reject any term or condition set forth herein, shall be deemed to be a counteroffer to Lessor, will not be binding upon Lessor and Lessee agrees shall not apply to this Agreement unless specifically accepted in writing by Lessor.

32. MODIFICATIONS: This Lease Agreement may not be modified or terminated except as provided in this Lease or by other written agreement between the parties and shall not be binding unless executed by authorized representative of Lessor.

33. SEVERABILITY: If any term or provision of this Lease shall be held void, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Lease, the validity of the remaining portions of this Lease shall not be affected thereby. Invalidity or unenforceability of one provision shall not affect any other provision of this Lease.

34. LESSEE REPRESENTATIONS: Whether Lessee is a corporation, a partnership, or a limited liability company, Lessee represents and warrants that it is duly organized, if applicable, and in good standing under the laws of the jurisdiction applicable and is authorized to hold property under lease and has full power and authority to enter into and perform its obligations under this Lease.

35. WAIVER OF JURY TRIAL: The parties expressly, voluntarily, and unequivocally waive any right they may have to a jury trial and agree that all disputes, claims, and counterclaims relating to or arising from this Lease shall be litigated or otherwise resolved without a jury.

36. EFFECT: This Lease shall inure to the benefit of and be binding on Lessee, Lessor and their respective legal and personal representatives, administrators, successors, agents, and permitted assigns.

37. ATTORNEY'S FEES: Lessee shall reimburse Lessor for all charges, costs, expenses and attorneys' fees incurred by Lessor: (a) in defending or protecting its interests in the Equipment; (b) in the execution, delivery, administration, amendment and enforcement of this Lease or the collection of any installment of rent under this Lease; and (c) in any lawsuit or other legal proceeding to which this Lease gives rise, including, but not limited to, actions in tort.

38. GOVERNING LAW AND VENUE: This Lease shall be governed by and construed in accordance with the laws of the State of New Jersey without regard to principles of conflicts of law. Lessee expressly consents to the exclusive personal and subject matter jurisdiction of the State and/or federal courts in the State of New Jersey for all lawsuits arising out of or related to this Lease.

39. NOTICES: All notices under this Lease must be in writing and shall be delivered to the address set forth in Lease Agreement to the attention of the representative of the Lessor or Lessee, as the case may be, who signed the Lease Agreement and shall be deemed duly to have been given if sent by the United State Postal Service certified mail, return receipt requested or by Federal Express, United Parcel or other nationally recognized overnight carrier with proof of delivery signature. Requirements of written notice may not be waived and such written

notices are a condition precedent to the exercise of all rights and remedies under this Lease.

40. EFFECT OF WAIVER: No delay or omission to exercise any right, power or remedy of Lessor on any breach or default by Lessee shall impair any such right, power or remedy of Lessor, nor shall it be construed to be a waiver of any such breach or default. No waiver by Lessor of a single breach or default by Lessee shall be deemed to be a waiver of any other breach or default of any other provision of this Lease. Any waiver, consent or approval of Lessor of any breach or default or any waiver on the part of Lessor of any term or condition of this Lease must be in writing and shall be effective only to the extent set forth in the writing. All remedies, either under this Lease or by law or equity, or otherwise provided to Lessor, shall be cumulative and not alternative.

END OF STANDARD TERMS AND CONDITIONS

LIMITED EQUIPMENT WARRANTY
RENTAL LEASE OR LEASE-PURCHASE

Rev Mar 2022



240 Creek Rd., Delanco, NJ 08075 USA
www.powerhouse.com ☐ 800.37.STEAM

Lessor warrants this Equipment against failure due to defect in materials or workmanship under normal use and maintenance as follows:

Standard Limited Warranty

Warranty begins on the date of Equipment delivery to job site, as specified in the Lease Agreement. Warranty will continue for the length of Equipment Rental Lease period, up to six (6) months, so long as (a) Lessee has agreed to all terms and conditions set forth in Lessor lease agreement, or other mutually executed terms and conditions, as agreed to by Lessee and Lessor in writing, and (b) lease agreement dates cover the entire rental/lease period.

Extended Limited Warranty

For warranty to apply to any Equipment Rental Lease continuing for more than six (6) months, in addition to the terms set forth herein for STANDARD LIMITED WARRANTY, Lessee must subscribe to the Rental Service Program which must be kept active for entire remaining period of Lease. Failure to subscribe to this will void the Limited Warranty.

Eligibility

- Equipment must be in the same location indicated on the Lease Agreement.
- Customer must be the same as indicated on Lease Agreement - warranty is not transferable.
- **Equipment must be properly installed, started up, operated and maintained by licensed professionals as indicated by instructions provided by Lessor. Failure to conform to such specifications and/or instructions shall void this Limited Warranty. Lessor may request written documentation showing the proper preventative maintenance.**

Lessor Responsibility

Lessor will furnish a replacement part for installation by an employee of Lessor or by a Lessor certified third-party contractor, without charge to Lessee for the part only, to replace any Equipment part that fails due to a manufacturing defect under normal use and maintenance. The Lessee must pay for any and all shipping and handling charges and other costs of warranty service for the replacement part. If Lessor determines Equipment is beyond repair, suitable replacement Equipment will be made available in a reasonable time to the Lessee. As Lessee's only remedy during an Equipment replacement, Lessor will credit any Equipment Rental lease charges for the period of time between when a replacement was deemed necessary by Lessor and when a replacement was made available to Lessee. Any replacement Equipment provided shall be at Lessee's sole cost and expense including, but not limited to, all shipping, removal, and installation costs and expenses.

Exclusions

- Labor costs including, but not limited to, diagnostics or the removal and reinstallation of Equipment and/or Equipment Parts
- Shipping and freight expenses required to ship any and all replacement parts
- Normal consumable items including, but not limited to, gaskets, lubricants, and other sealants
- Boiler refractory
- Failures, defects, or damage (including, but not limited to, any loss of data or property) caused by (1) any third-party product, service, or system connected or used in conjunction with the Equipment; (2) any use that is not designed or intended for the Equipment; (3) modification, alteration, abuse, misuse, negligence, or accident; (4) improper storage, installation, maintenance, servicing or operation including, but not limited to, operation of electrical equipment at voltages other than the range specified on the Equipment nameplate; (5) any use in violation of written instructions or specifications provided by Lessor; (6) any acts of God
- Electricity or fuel costs, or increases in fuel costs from any reason whatsoever, including additional or unusual use of supplemental systems
- The Warranty does not cover the effects of normal wear, tear or deterioration of the Equipment; damages caused by improper treatment of feedwater and/or conditioning of boiler water, or the effects of abrasion, erosion, or corrosion; the effects of improper storage or erection; abuse of the Equipment, or operation or maintenance not in accordance with Lessor's operating instructions
- Any defects or nonconformities not corrected or replaced during the Warranty Period shall be deemed accepted by Lessee
- Any replacement or substitution of parts not provided by the Lessor, Service not performed or authorized by the Lessor, or modification, tampering, or manipulation of Lessor's Equipment shall void this Warranty

THIS LIMITED WARRANTY AND LIABILITY SET FORTH HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE WHICH LESSOR HEREBY DISCLAIMS. LESSOR DOES NOT AUTHORIZE ANY PERSON TO CREATE FOR IT ANY OBLIGATION OR LIABILITY IN CONNECTION WITH THE EQUIPMENT.

NOTWITHSTANDING ANYTHING IN THIS LIMITED WARRANTY TO THE CONTRARY, LESSOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, LIQUIDATED, EXEMPLARY AND/OR PUNITIVE DAMAGES, WHETHER BASED ON CONTRACT, WARRANTY, TORT (INCLUDING, BUT NOT LIMITED TO, STRICT LIABILITY OR NEGLIGENCE), PATENT INFRINGEMENT, OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Steven Beckley, Planning

ITEM TYPE: Award of Contract

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to select Navarro & Wright Consulting Engineers, Inc. and award a contract for professional design and engineering services for Phase 1 of the Media-Smedley Connector Trail, subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: CIP Project Number: FP-2022-40-PA; acct # 46689511704500

ESTIMATED/ACTUAL COST OF REQUEST: \$159,160

FUNDING SOURCE: Capital

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: The 2020 Feasibility Study for the Media-Smedley Connector Trail recommended a route and phased segments for an east-west on and off-road trail connecting through Media Borough to parkland in the Crum and Ridley Creek valleys. The County was awarded \$450,000 for a first phase of this trail development within the Borough of Media from the federal Transportation Alternatives Set-Aside program, which is administered through PennDOT with assistance from the Delaware Valley Regional Planning Commission (DVRPC). Since the amount of the TASA grant was less than the nearly

\$1 million amount the County had requested in the application, the County worked to adjust to limits of the project to a logical area workable within that budget. The limits of study are now a smaller, but is a key section comprised of three street blocks within the west end of Front Street and a section of Providence Road/Rt. 252.

Since preliminary and final design has not been done for these trail segments, that will need to be done by the County at its expense prior to August 31, 2023, the due date for awardees to have put their project put out to bid, or in other words, be “federally obligated.”

An RFP for Design & Engineering work was advertised on April 22. Two (2) proposals were received. A review committee of four County staff from Planning, Purchasing, and Public Works, reviewed and scored the proposals, interviewed both firms, and scored the interviews. We selected the firm Navarro & Wright, Inc. as our choice. N&W is headquartered in New Cumberland, PA with its closest branch office in King of Prussia. The proposal cost for the project work is \$159,160, which is the not to exceed cost in the contract. The consultant’s fee is covered in the FY22 CIP Account for trails.

Besides engineering, surveying, permitting, and design, the work will include public outreach and construction consultation after the design work is completed. Design work is estimated to take 9 months, after which the firm will take a construction consultation role until the end of trail construction. Allowing ample time for construction to start and finish, the end date for the contract is August 31, 2024.

ATTACHMENTS:

[01_Navarro&WrightAgreement_Media-SmedleyPh1.doc](#)

[02_Appendix1_RFP_MediaSmedleyTrailPh1Design.pdf](#)

[03_Appendix2_Proposal_Navarro&Wright.pdf](#)

AGREEMENT FOR SERVICES

An Agreement for Services (“Agreement”) made the 1st day of June, 2022, between Navarro & Wright Consulting Engineers, Inc. and the County of Delaware, 201 West Front Street, Media, PA 19063.

I. Background

County wishes to obtain certain professional services as described in Exhibit “A” to this Agreement (the “Services”). Contractor desires to provide the Services to the County, and the County has agreed to retain Contractor to provide the Services to the County.

II. Duties

- A. Contractor shall perform the Services in accordance with the terms and conditions set forth in this Agreement and in Exhibit “A” and Exhibit “B”, which are attached hereto and made a part hereof.
- B. It is expressly acknowledged by the parties that the County and Contractor are independent contracting parties. Nothing in this Agreement shall be construed to create a principal/agent, employer/employee, master/servant, or partnership or joint venture relationship. Contractor shall be responsible for paying any taxes applicable to payments made under this Agreement.

III. Term and Termination

- A. The term (the “Term”) of this Agreement will begin on June 1, 2022, and end on August 30, 2024.
- B. Force Majeure. Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (which events and/or circumstances are hereinafter referred to as “Force Majeure”), to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy;
 - (1) Force Majeure shall not include the novel coronavirus Covid-19 pandemic which is ongoing as of the date of the execution of this agreement.
- C. This Agreement may be terminated before the end of the term as follows:

- (1) The County may terminate this Agreement without cause by giving thirty (30) days written notice to the Contractor.
- (2) County may terminate this Agreement immediately by giving written notice of termination to Contractor and without prejudice to any other rights or remedies County may have, if Contractor breaches any of its material obligations under this Agreement and does not cure the breach within five (5) business days after Contractor's receipt of County's notice of the breach, which notice shall specify in reasonable detail the nature of the breach. Contractor may terminate this Agreement immediately by giving written notice of termination to County and without prejudice to any other rights or remedies Contractor may have, if County breaches any of its material obligations under this Agreement and does not cure the breach within five (5) business days after County's receipt of Contractor's notice of the breach, which notice shall specify in reasonable detail the nature of the breach.
- (3) This Agreement and all rights of Contractor hereunder shall terminate upon the completion of the duties as defined in Exhibit "A".
- (4) If this Agreement is terminated for any reason, the County shall not be liable to Contractor for any damages, claims, losses, or any other amounts arising from or related to such termination, and Contractor's fees shall only be payable as accrued through the date of termination.

IV. Payment

- A. Contractor shall receive the compensation set forth in Exhibit "A" as payment for all of the Services provided by Contractor pursuant to this Agreement.
- B. The total payments due under this Agreement for all Services provided by Contractor pursuant to this Agreement shall not exceed the amount set forth in Exhibit "A".
- C. After execution of this Agreement by Contractor and the County, each month after receipt of Contractor's invoice with respect to Services performed in the prior month, the County will pay Contractor amounts due Contractor under this Agreement as set forth in Exhibit "A".

IN WITNESS WHEREOF, intending to be legally bound, the parties hereto have executed this Agreement to be effective at the beginning of the Term as provided.

CONTRACTOR:

COUNTY OF DELAWARE:

By: _____
Agreement Manager

Chair, County Council

EXHIBIT “A” TO LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN DELAWARE COUNTY AND NAVARRO & WRIGHT CONSULTING ENGINEERS, INC. (“CONTRACTOR”)

EXHIBIT “A”
COMPENSATION AND SERVICES

The following compensation to be paid to Navarro & Wright Consulting Engineers, Inc. (“Contractor”) and list of services to be provided by Contractor is hereby incorporated into the agreement with Delaware County (“County”). All terms used in this Exhibit “A” shall have the same meaning as are assigned to them in the Agreement or in Exhibit “B” to the Agreement.

A-1. Compensation

The total payments under this Agreement to be made by the County for all Services to be provided by Contractor and expenses incurred by Contractor pursuant to this Agreement shall not exceed \$159,160. Contractor shall provide a detailed listing of all services rendered and costs incurred.

Contractor shall submit monthly invoices within forty-five (45) days from the last day of the month within which the work is performed. County will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless County agrees otherwise in writing. Contractor shall be paid for services acceptable to County within forty-five (45) days of receipt of each invoice. Consultant agrees to reimburse County for overpayments resulting from any reason, including but not limited to errors, contract limitations, actual or audited cost adjustments or non-compliance with applicable policies and procedures.

Any request for payment of expenses (including travel) must be pre-approved, in writing by the Director of Planning, and will only be paid upon presentation of appropriate receipts. Approved travel will be reimbursed at the federal GSA rate found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> including lodging, airfare, and rental car expenses.

A-2. Services

Contractor shall provide the services (the “Services”) to the County as detailed in the Delaware County Planning Department Request for Proposals with release date April 22, 2022, attached hereto, made part hereof, and marked “Appendix 1”; and in the Consultant’s Proposal dated May 11, 2022, attached hereto, made part hereof, and marked “Appendix 2”.

EXHIBIT “B” TO LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN DELAWARE COUNTY AND NAVARRO & WRIGHT CONSULTING ENGINEERS, INC. (“CONTRACTOR”)

EXHIBIT “B”

GENERAL PROVISIONS

The following general provisions are hereby incorporated into the Agreement between Delaware County (“County”) and Contractor (the “Agreement”). All terms used in this Exhibit “B” shall have the same meaning as are assigned to them in the Agreement.

B-1. Compliance with Legal Requirements.

Contractor shall comply with all laws, rules, and regulations applicable to the Services.

B-2. Assignment.

Neither the Agreement nor any of Contractor’s rights hereunder shall be assigned or subcontracted by Contractor without the prior written consent of County.

B-3. No Third Party Beneficiaries.

The parties to the Agreement do not intend, nor shall any clause be interpreted to create in any third party, any obligations to, or right or benefit by, such third party under the Agreement from either County or Contractor.

B-4. Entire Agreement; Waiver.

The Agreement constitutes the entire understanding of the parties hereto and supersedes any and all written or oral agreements, representations, or understanding. The waiver or failure of either party to exercise in any respect any right provided hereunder shall not be deemed a waiver of such right in the future or a waiver of any other rights established under the Agreement.

B-5. Severability.

Any provision of the Agreement which is in violation of any state or federal law or regulation shall be deemed amended to conform with such law or regulation, except if such change would materially and substantially alter the obligations of the parties under the Agreement.

EXHIBIT “B” TO LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN DELAWARE COUNTY AND NAVARRO & WRIGHT CONSULTING ENGINEERS, INC. (“CONTRACTOR”)

B-6. Confidentiality and Use Restrictions.

(A) All government and business information disclosed by County to Contractor in connection with the Agreement shall be treated as confidential information unless it is or later becomes publicly available through no fault of Contractor, or it was or later is rightfully developed or obtained by Contractor from independent sources free from any duty of confidentiality.

(B) County’s confidential information shall be held in strict confidence by Contractor and shall not be used or disclosed by Contractor for any purpose except as reasonably necessary to implement or perform the Agreement, or except as required by law or governmental agency, provided that County is given a reasonable opportunity to obtain a protective order at its cost and expense.

B-7. Contractor Repayments.

Contractor agrees to reimburse County for overpayments resulting from any reason, including but not limited to errors, contract limitations, actual or audited cost adjustments, or non-compliance with applicable policies and procedures.

B-8. Amendment.

The Agreement may be amended only by mutual agreement expressed in writing and signed by County and Contractor.

B-9. Successors in Interest.

The Agreement and all of the provisions in the Agreement shall be binding upon and inure to the benefit of the heirs, successors, administrators, and permitted assigns of Contractor.

B-10. Applicable Law; Jurisdiction.

The Agreement shall be governed in all respects by the laws of the Commonwealth of Pennsylvania without giving effect to its rules relating to conflicts of laws. Contractor irrevocably consents to the exclusive jurisdiction in the Court of Common Pleas of Delaware County, Pennsylvania, in any and all actions and proceedings whether arising hereunder or under any other agreement or undertaking and irrevocably agrees to service of process by certified mail, return receipt requested, or nationally recognized overnight courier to the address set forth herein.

EXHIBIT “B” TO LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN DELAWARE COUNTY AND NAVARRO & WRIGHT CONSULTING
ENGINEERS, INC. (“CONTRACTOR”)

B-11. Time of the Essence.

Time is of the essence to the Agreement.

B-12. Waiver of Jury Trial.

Each of the parties hereto irrevocably waives any and all rights it may have to a trial by jury in any action, proceeding, or claim of any nature relating to the Agreement or under any other documents or agreements executed in connection herewith. Each party acknowledges that the foregoing waiver is knowing and voluntary.

B-13. Section Headings.

Section headings are for reference only and shall not affect the interpretation of the Agreement.

B-14. Notices.

(A) All notices, requests, demands, consents, and other communications required or permitted under the Agreement shall be in writing, and shall be deemed to have been given (a) upon delivery, if delivered personally, (b) four (4) business days after being mailed, if mailed by first class certified mail, postage prepaid, return receipt requested, or (c) on the date delivery is received, if sent by a nationally recognized express courier service, postage or delivery charges prepaid, to the party to whom notice is being given to the addresses listed below. Any party may change its address by giving notice of a new address to the other party in accordance with this Section.

(B) Notices sent to County shall be sent to the following address:

Delaware County Planning Department
1055 E. Baltimore Pike, First Floor
Media, PA 19063

With a copy to:

County Solicitor, Delaware County
Government Center Building
201 West Front Street
Media, PA 19063

(C) Notices sent to Contractor shall be sent to the address set forth at the beginning of the Agreement.

EXHIBIT “B” TO LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN DELAWARE COUNTY AND NAVARRO & WRIGHT CONSULTING
ENGINEERS, INC. (“CONTRACTOR”)

B-15. Books and Records.

Contractor shall maintain (in accordance with generally accepted accounting principles) books, records, documents, correspondence, and other data pertaining to this Agreement to the extent and in such detail as will properly reflect all costs, direct and operating of materials, equipment, supplies, and services, and other costs and expenses of whatever nature for which funding has been provided under the provisions of the Agreement.

B-16. Insurance; Indemnification.

Contractor shall, at its sole cost and expense, (i) procure insurance and (ii) indemnify the County, each as set forth in Appendix 1 hereto.

Contract #: ePL-051122



COUNTY OF DELAWARE
GOVERNMENT CENTER BUILDING
DEPARTMENT OF CENTRAL PURCHASING
201 W. FRONT STREET
MEDIA, PENNSYLVANIA 19063
(610) 891-4427

REQUEST FOR PROPOSAL
ENGINEERING CONSULTANT SERVICES
MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN

FAIR & OPEN PUBLIC SOLICITATION

SUBMISSION DEADLINE:

- DATE: WEDNESDAY, MAY 11, 2022
- TIME: 11:00 AM
- PLACE: [PennBid \(procureware.com\)](https://procureware.com)

REQUEST FOR PROPOSAL ENGINEERING CONSULTANT SERVICES

The County of Delaware is soliciting proposals through the competitive contracting process for ENGINEERING CONSULTANT SERVICES for MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN to provide preliminary and final design/engineering, pre-construction work, and bidding services.

RFP responses will be received **virtually** via [PennBid \(procureware.com\)](https://procureware.com) by the Department of Central Purchasing on **WEDNESDAY, MAY 11, 2022 at 11:00 a.m.** at which time responses will be opened and read aloud for ENGINEERING CONSULTANT SERVICES for MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN.

Detailed Request for Proposals are on [PennBid \(procureware.com\)](https://procureware.com) link which can be reviewed and/or downloaded.

Unless otherwise provided, in any supplement to these instructions to respondent, no respondent shall modify, withdraw or cancel the proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposal in the advertisement or Request for Proposal. For any questions regarding such, please contact Franklin D. Fitzgerald, Jr., Purchasing Project Manager or Lisa L. Jackson, Director of Central Purchasing at (610) 891-4637.

Lisa L. Jackson, Q.P.A.
Director of Central Purchasing
County of Delaware

1. Introduction

The County of Delaware is soliciting proposals through the competitive contracting process for **ENGINEERING CONSULTANT SERVICES for MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN** to provide preliminary and final design/engineering, pre-construction work, and bidding services.

2. Administrative Conditions and Requirements

The following items express the administrative conditions and requirements of this RFP. Together with the other RFP sections, they will apply to the RFP process, the subsequent contract, and project production. Any proposed change, modification, or exception to these conditions and requirements may be the basis for the County of Delaware, hereinafter referred to as owner, to determine the proposal as non-responsive to the RFP and will be a factor in the determination of an award of a contract. The contents of the proposal of the successful respondent, (hereinafter referred to as respondent or contractor) as accepted by the owner, will become part of any contract awarded as a result of this RFP.

2.1 Schedule

A schedule has been established for respondent proposals, proposal review, contractor selection and project initiation. The dates established for the procurement are:

- Release of RFP: Friday, April 22, 2022
- Final Day for Bidders' Questions: Tuesday, May 3, 2022
- Proposal Due Date: Wednesday, May 11, 2022

2.2 Proposal Submission Information

Submission Date and Time:

Wednesday, May 11, 2022 at 11:00 a.m.

Submission Office:

- 1) PennBid: [PennBid \(procureware.com\)](https://www.pennbid.com)

All responses must be submitted/uploaded on [PennBid \(procureware.com\)](https://www.pennbid.com). Only those RFP responses received prior to or on the submission date will be considered. Responses delivered before the submission date and time specified above may be withdrawn upon written application of the respondent who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. After the submission date and time specified above, responses must remain firm for a period of sixty (60) days.

2.3 Using Department Information

Thomas P. Shaffer, Interim Planning Department Director
 Steven R. Beckley, Open Space and Trails Manager
 County of Delaware
 1055 E. Baltimore Pike
 Media, PA 19063
 (610) 891-5200

2.4 County Representative for this Solicitation

Lisa L. Jackson, Q.P.A.
 Director of Central Purchasing
 Franklin D. Fitzgerald, Purchasing Project Manager
 County of Delaware
 201 W. Front St.
 Media, PA 19063
 610-891-4637

2.5 Interpretations and Addenda

Respondents are expected to examine the RFP with care and observe all its requirements. All questions concerning the meaning or intent of this RFP, all interpretations and clarifications considered necessary by the owner's representative in response to such comments and questions will be issued by Addenda via one or more of the following methods: PennBid; facsimile; e-mail; website; certified mail; or delivered to all parties recorded as having received the RFP package. Only comments and questions responded to by formal written (*uploaded via PennBid*) Addenda will be binding. Oral interpretations, statements or clarifications are without legal effect.

2.6 Quantities of Estimate

Wherever the estimated quantities of work to be done are shown in any section of this RFP, including the Proposal Cost Form, they are given for use in comparing proposals. The owner especially reserves the right (except as herein otherwise specifically limited) to increase or diminish the quantities as may be deemed reasonably necessary or desirable by the owner to complete the work detailed by the contract. Such increase or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

2.7 Cost Liability and Additional Costs

The owner assumes no responsibility and liability for costs incurred by the respondents prior to the issuance of an agreement. The liability of the owner shall be limited to the terms and conditions of the contract.

Respondents will assume responsibility for all costs not stated in their proposals. All unit rates either stated in the proposal or used as a basis for its pricing are required to be all-inclusive. Additional charges, unless incurred for additional work performed by request of the owner as noted in 2.6, are not to be billed and will not be paid.

2.8 Statutory and Other Requirements

2.8.1 Compliance with Laws

Any contract entered into between the contractor and the owner must be in accordance with and subject to compliance by both parties with the County of Delaware Administrative Code. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services thereunder. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

2.8.4 Stockholder Disclosure

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the proposal of said corporation or partnership, there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement that is included in this RFP.

2.8.5 Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of this RFP, shall be properly executed and submitted with the RFP response.

2.8.8 Insurance and Indemnification

The contractor covenants and agrees to indemnify and save harmless the owner from the payment of all sums of money or any other consideration(s) by reason of any, or all, such accidents, injuries, damages, or hurt that may happen or occur upon or about such work and all fines, penalties and losses incurred for or by reason of the violation of any owner regulation, ordinance or the laws of the State, or the United States while said work is in progress.

The contractor shall maintain sufficient insurance to protect against all claims under Workers Compensation, General Liability and Automobile and shall be subject to approval for adequacy of protection and certificates of such insurance shall be provided.

Professional Liability

Coverage in the amount of \$1,000,000.00/occurrence, \$3,000,000.00 aggregate and assurance that each such policy for each staff member remains full and in effect while providing services for the County of Delaware.

2.9 Public Emergency

In the event of a Public Emergency declared at the Local, State or Federal Level, if the County opts to extend terms and conditions of this RFP, the contractor agrees to extend the terms and conditions of this RFP, whether existing, expiring or expired no longer than six months, for goods and/or services for the duration of the emergency. In the event the original contractor cannot meet this requirement, the County may solicit the goods and/or services from any bidder on this contract.

2.10 Multiple Proposals Not Accepted

More than one proposal from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

2.11 Failure to Enter Contract

Should the respondent, to whom the contract is awarded, fail to enter into a contract within ten (10) days, Sundays and holidays excepted, the owner may then, at its option, accept the proposal of another respondent.

2.12 Commencement of Work

The contractor agrees to commence work after the date of award by the owner and upon notice from the using department.

2.13 Termination of Contract

If, through any cause, the contractor shall fail to fulfill in a timely and proper manner obligations under the Contract or if the contractor violates any requirements of the Contract, the owner shall thereupon have the right to terminate the Contract by giving written notice to the contractor of such termination at least thirty (30) days prior to the proposed effective date of the termination. Such termination shall relieve the owner of any obligation for the balances to the contractor of any sum or sums set forth in the Contract.

The contractor agrees to indemnify and hold the owner harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the Contract by the owner under this provision.

In case of default by the contractor, the owner may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

2.14 Non-Allocation of Funding Termination

Each calendar year payment obligation of the Owner is conditioned upon the availability of owner funds appropriated or allocated for the payment of such an obligation. If funds are not allocated and available for the continuance of any services performed by the Contractor hereunder, whether in whole or in part, the Owner at the end of any particular calendar year may terminate such services. The Owner will notify the Contractor in writing immediately of any services that will be affected by a shortage of appropriated funds. This provision shall not be construed so as to permit the Owner to terminate this Agreement during the term, or any service hereunder, merely in order to acquire identical services from a third-party contractor.

2.15 Challenge of Specifications

Any respondent who wishes to challenge a specification shall file such challenge in writing with the Director of Central Purchasing no less than three (3) business days prior to the opening of the RFP's. Challenges filed after that time shall be considered void and having no impact on the owner or the award of contract.

2.16 Payment

Invoices shall specify, in detail, the period for which payment is claimed, the services performed during the prescribed period, the amount claimed and correlation between the services claimed and the Proposal Cost Form.

The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:

- 1 Deliverables not complying with the project specification;
- 2 Claims filed or responsible evidence indicating probability of filing claims;
- 3 A reasonable doubt that the Contract can be completed for the balance then unpaid.
- 4 Payments shall not total more than 90% of the maximum bid amount until the end of the contract period.
- 5 When the above grounds are removed, payment shall be made for amounts withheld because of them.

2.17 Non-payment of Penalties and Interest on Overdue Bills

Public funds may be used to pay only for goods delivered or services rendered. County of Delaware will not pay penalties and/or interest on overdue bills. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the County to pay additional fees.

2.18 Ownership of Material

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the contractor for the purpose of assisting the contractor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the contractor or permitted by the contractor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make available to third parties, without the prior written consent of the owner. All information supplied to the owner may be required to be provided on electronic/digital media compatible with the owner's computer operating system.

2.19 W-9

Successful respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: <http://www.irs.gov/pub/irs-df/fw9.pdf>

3. Scope of Work

The following is a description of the professional service needed, including, *where appropriate*, a description of tasks involved:

ENGINEERING CONSULTANT SERVICES

The scope of services set forth in this Request for Proposal represents an outline of the services which the County anticipates the successful proposer to perform and is presented for the primary purpose of allowing the County to compare proposals.

3.1 Project Overview & Background

- i) Delaware County is undertaking the first phase of development of the Media-Smedley Connector Trail in Media Borough, Delaware County. The County was awarded \$450,000 of funding from the Transportation Alternatives Set-Aside Program for development of a phase of the trail within the Borough of Media. The exact alignment and length of the segment has been discussed since the funding award and will not match the exact boundaries of a particular segment in the "Media-Smedley Connector Trail Feasibility Study."
- ii) It was decided to apply the awarded funding to three blocks, or 700 feet of the trail that would help solve a small but complicated area in the overall Media-Smedley Connector Trail – sections alongside and adjoining Providence Road. These trail sections hinge on improving and constructing a safe way to get trail users alongside and across Providence Road. If this PA Route 252 section and crossing is solved, then even on an interim basis, trail users could bike/walk on existing sidewalks or on-road much of the way from the Borough to Smedley County Park. Also included in this scope is the easternmost block of Front Street extending west from Providence Road to Haldeman Street, where the challenge is to build a 2-way bike trail on a one-way street
- iii) All pre-design, final design, and pre-construction work – the scope of the Consultant contract – shall be done prior to the project being bid for construction. TASA Funding requirements dictate that "Projects that are not able to meet the federal requirements and be ready to be advertised for construction by August 31, 2023 may be subject to forfeiture of awarded funds and project cancellation." Firms proposing to this RFP should consider this deadline in their ability to complete the tasks and in preparing the project schedule.
- iv) The conceptual plan for the larger trail, of which this project is a segment, is detailed in the "Media-Smedley Connector Trail Feasibility Study," dated December 2020. The Feasibility Study is available to download online at the Delaware County Planning Department website here: <https://www.delcopa.gov/planning/pubs/MediaSmedleyConnectorTrailFeasibilityStudy.html> The project area is within Segment E (the easternmost block) & all of Segment F, which are detailed on pages 4-9 to 4-12 of the Study.
- v) Physical Trail Concept:
The Feasibility Study determined recommended concepts, but not final alignment or full right-of-way determination in all sections and all design possibilities. Recently, new concepts were suggested for the Front Street and Providence Road sections, with different possibilities than Feasibility Study's recommended concepts. The Consultant shall consider these concepts as the starting point for preliminary design. The following are descriptions of these concepts with some comments received from PennDOT.

- (1) Front Street Block: The Feasibility Study's recommendation, a parking-protected bike lane on this one-way street is not acceptable under current PA law. The new concept for this block is a contraflow westbound bike lane, with share-the-road "sharrow" solution for eastbound bicycle traffic. Parallel parking and sidewalks would be retained on both sides of the street.

(See Appendix B for a graphic on the Front Street Block contraflow bike lane concept. The Front Street section is shown the same on all three alternatives: 1, 2A, and 2B. Appendix A shows an example of an existing street in Washington, D.C. with a comparable design)

- (a) The PennDOT Traffic Operations unit commented that the contra-flow bike lane next to the parking lane will need additional traffic control devices, such as bollards or delineators, in the parking lane near the intersection to prevent vehicles from driving the wrong way on the road.
- (2) Providence Road Section: There are currently three (3) concepts/alternatives being explored: one alternative along the eastern side of PA 252, and two alternatives along the western side of PA 252.

(See Appendix B for graphics on the three alternative concepts for the Providence Road sidepath design, 1, 2A, and 2B)

- Alternative 1. Eastern side of PA 252 – 5-foot-wide grass buffer with 8-foot-wide shared use path. 2 concrete ADA driveway aprons. 2 utility pole relocations. 3 sign relocations. Signal improvements, Rectangular Rapid Flashing Beacons (RRFB) installation. Tree/vegetation removal.
- Alternative 2. Western side of PA 252 –
 - Alternative 2A. Western side of PA 252 – 5-foot-wide grass buffer with 8-foot-wide shared use path. 2 utility pole relocations. 6 sign relocations. Close the Florist driveway/parking access from Providence Road.
 - Alternative 2B. Western side of PA 252 Narrowing – Move Western curbline in by 2 feet. 5-foot-wide grass buffer with 8-foot-wide shared use path. 2 utility pole relocations. 6 sign relocations. Close the Florist driveway/parking access from Providence Road.
- The PennDOT Bike/Ped coordinator indicated that either side of Providence Road looks viable for a sidepath. He liked the East Side option (Alternative 1) but indicated that the introduction of RRFB was a downside. If the West side is chosen (2A or 2B), the proposed lane widths should work, however, the designer will need to confirm that the stormwater flow can be handled with the curbed lane.

vi) Project Team

- (1) The "Project Team" will consist of Delaware County staff from the Planning Department and Public Works Department, along with the project Consultant.
- (2) Municipal Partnerships – The County is committed to a partnership with the Borough of Media that will impact the trail's design. Staff and officials from the Borough will be engaged by the Project Team during the design process.

vii) Project Funding

- (1) This project consultant contract is funded by funding from the County of Delaware. After this design phase, the trail will be developed using federal funds from the Transportation Alternatives Set-Aside (TASA) program and should be designed to the standards set forth in that program. A project manager for the TASA program for which, this trail has development funding, will work with the project team to assist in the process and make sure it is designed to proper standards. For more on project cost and budget, see the Required Submittals section.
- (2) Landowner and Neighbor engagement – Landowner notification and dialogue on the project will be the responsibility of the County.

3.2 Project Deliverables - Scope of Work/Specific Tasks

- i) Work is to include the design (pre-design and final design) and pre-construction work for a roadside and on-road bike trail approximately 700 feet (0.13 miles) along Providence Road (from Mulberry Lane to Front Street) and Front Street (from Providence Road to Haldeman Street) in the Borough of Media. Work will result in a bid package for use in soliciting proposals for all construction work related to the trail design.

ii) Scope of the Work Tasks include the following:

- (1) Project Coordination
- (2) Project Meetings
- (3) Utility Coordination
- (4) Construction Plans
- (5) Right of Way/Easement Plans
- (6) PennDOT Permitting Submissions
- (7) Construction Documents
- (8) Construction Consultation

iii) General Project Phases –

(1) Preliminary Engineering and Final Design

(i) Final Alignment & Right-of-Way Determination

- The Consultant will complete a topographic and property survey for subject area for the Providence Road trail options. This survey will provide clear answers to the boundaries of right-of-way, elevations, setbacks from houses, walls, trees, and any other potential existing physical considerations.
- Using the accuracy of survey – the consultant will develop a refined concept for both sides of Providence Road: east and west.

- (ii) The Consultant will then assist the project team (County, Borough) to make a much more well-informed east vs. west selection in consultation and communication with PennDOT and property owners.

(iii) Design Considerations

The following must be considered to the extent that they are applicable to the project during preliminary and final design:

1. All design and engineering work shall be completed in accordance with the latest PennDOT criteria and guidance specifications.
 2. All design work pertaining to multi-use trails must make every attempt to follow: the AASHTO Guide for the Development of Bicycle Facilities, 2012 edition; Americans with Disabilities Act and Accessibility Guidelines (ADAAG) and all current and applicable State and local codes. Exceptions to width standards due to space constraints will be considered in the design process.
 3. Applicable laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
 4. Stormwater Management - The Consultant will be responsible for designing stormwater management facilities in compliance with federal, state, and local stormwater management requirements.
 5. The design of this project must be accessible to persons with disabilities. It is the responsibility of the design consultant to propose improvements that shall conform with, but shall not necessarily be limited to, compliance with any and all prevailing federal, state and local codes, PennDOT Criteria and Construction Specifications (Publication 408), the ADA, and requirements set forth by governmental agencies having jurisdiction over all or portions of the project.
 6. All existing and proposed topographical information on construction plans should be shown and include, but not necessarily be limited to, contours at appropriate intervals, grades, facilities, signs, utilities, listing of property owners, property lines, easements, right-of-way (ROW) limits, location of all improvements, spot elevations at important locations, retaining wall, landscaping, proposed stormwater facilities, and interacting of utility lines with site development work. The construction plans must show all relevant and necessary details such as structural information for the retaining wall, and ADA compliant sections for sidewalk, curbing, and curb ramps.
 7. The scale of the plans shall generally be 1" to 25' or larger. If a smaller scale is required to fit the project, you may opt to use an approved smaller scale as long as necessary detail can be shown.
 8. Plans must be prepared for submission to PennDOT for the required permits.
 9. The consultant shall prepare a construction cost estimate for the project upon completion of the preliminary design and final design. The opinion of probable cost shall be based upon an estimate of quantity of itemized work items for each construction phase.
- (2) Preparation of Bid/Construction Documents
- (a) The consultant shall provide the preparation, logistics and attendance for meetings, the submittal of design documentation (reports, plans, specifications, design analysis and construction cost estimate), project coordination with Delaware County and revision of final design drawings, as needed, to comply with any conditions of approval, environmental compliance, permit requirements, etc.
 - (b) All changes required for compliance with codes, regulations, standards, budget constraints, and/or enhancement of the design which should have been recommended by the consultant during the design stages shall be viewed by Delaware County as a "basic service" and any additional fees billed relating to these changes will be ineligible for reimbursement.

- (c) The project drawings and specifications to be used for bidding the project for construction must be sealed by a civil engineer licensed to practice in the Commonwealth of Pennsylvania.
- (d) All design documentation shall be prepared in accordance with PennDOT's design manuals and publications.
- (e) All construction proposed within PennDOT ROW shall be designed and detailed in accordance with the latest PennDOT criteria and guidance specifications. Consultant shall assist Delaware County in obtaining any easements for parcels of land outside the ROW but within the project limits.
- (f) The consultant shall assist Delaware County during the construction bidding phase. The consultant must be available to answer any questions that prospective bidders may have.
- (g) The consultant shall provide the necessary and number of submittals to the approval agencies.
- (h) Additionally, the consultant shall furnish to Delaware County one (1) three (3)-ring binder containing copies of all permits, approvals, letters of adequacy, etc. required for the project, as well as two (2) complete paper hardcopy and one (1) complete digital copy of the signed and sealed record sets of bid/construction documents which shall include reproducible plans.

(3) Construction Consultation

- (a) The consultant shall provide construction consultation services to resolve all issues relating to their design that may arise during the construction work.
- (b) The consultant may assist Delaware County Public Works and the awarded contractor during the construction phase of the project. Media Borough will handle site inspections.
- (c) The consultant must be available to answer all questions and be available for on-site visits, as needed, that the awarded contractor may have in order to ensure the contractor meets all specification requirements and to move the project forward to completion.
- (d) The consultant shall keep records of all communications and necessary documentation throughout the progress of the construction work.

iv) The following tasks and considerations shall contribute to the Phases above:

(1) Final Alignment and Right-of-Way Determination

- (i) The Consultant will complete a topographic and property survey for subject area for the Providence Road trail options. This survey will provide clear answers to the boundaries of right-of-way, elevations, setbacks from houses, walls, trees, and any other potential existing physical considerations.
- (ii) Using the accuracy of survey – the consultant will develop a refined concept for both sides of Providence Road: east and west.
- (iii) The Consultant will then assist the project team (County, Borough) to make a much more well-informed east vs. west selection in consultation and communication with PennDOT and property owners.

(2) Clearances:

- (i) Environmental Clearance - includes scoping field view (concept plan, project description, and color USGS quad map is required) and completion of scoping and evaluation documentation in the CE/EA Expert System.

- (ii) Utility Clearance - coordination with Utilities in the project area per a PA One Call. 4181-UC forms need to be completed by the Utility companies and the project team needs to use the information from the 4181s to complete a D-419 form.
- (iii) Right-of-Way Clearance - if ROW is required from a private property, a ROW plan set needs to be created. PennDOT will review it for plan formatting (DM-3 ROW). Coordination with property owners will be handled by the County and Borough but the designer will need to create the ROW plan and potentially update it per coordination with property owner(s). If all ROW is in the public ROW (municipal or State) then a certificate can be signed confirming this.

(3) Reviews:

- (i) Safety Submission - design criteria report, confidential safety study, and plans.
- (ii) ADA submission - Plans and CS-4401s.
- (iii) Traffic - Operations MPT spec, Traffic Control Plan, and Signing and Pavement Marking plans.
- (iv) Traffic Signals - There may need to be updates to Signal Permit Plans and coordination with the Signals unit depending on impacts to the existing signal and if the RRFB is required.
- (v) DM-3 Plan Review - review of plans for formatting.
- (vi) Proprietary/Lighting/Structures - Probably not required but could be.
- (vii) Constructability - plans, specs, estimates, pre-bid schedule (ASTA format)
- (viii) Permitting - Coordination at the very least with the County Conservation District for E&S.
- (ix) PS&E - plans, specs, and estimate. The project is required to be bid through ECMS so forms and input into the system is required.

(4) Meetings

- (i) Meetings with the Project Team - Meetings may include Borough partners, and/or the TASA Project Manager (first will be a kickoff meeting soon after contracting).
- (ii) Public Meeting - The consultant, in conjunction with the County and Borough, shall present at a public meeting at an agreeable place where near-final plans will be provided, and the public will have the opportunity to ask questions of the consultant. Questions and comments from the public shall, in coordination with the Project Team, be incorporated into the final design.

4. Proposal Requirements

4.1 Qualification Statement

A statement is to be provided by the respondent who will serve as the primary contractor. The statement shall set forth brief details of the firm's principal activities, the number of personnel in the firm and the firm's location. Please provide a list of (3) three clients for whom similar services have been provided. Include the following in your response:

Name of government agency.

Contact person's name, position, and current telephone number.

Dates, cost and scope of service.

Status and comments

4.1.1

Consultant Qualifications

- Based on the TASA trail development funding source, all Consultants submitting proposals will be required to provide proof of being a registered Pennsylvania Department of Transportation Engineering and Construction Management System (ECMS) partner.
- At least one member of the team must have documented prior experience developing trail design/engineering drawings in accordance with PennDOT standards.
- Documented expertise in trail design and construction and experience with park development and management.
- At least one member of the consulting team should be a registered landscape architect.
- At least one member of the consulting team should be a professional engineer.
- Experience with PennDOT as it relates to Highway Occupancy Permitting.

4.2 Key Personnel Information

The respondent shall provide the identity and the credentials of the principals and other key personnel working for the contractor and their areas of responsibilities.

4.3 Proposal Forms - Required Submittals

Letter of Transmittal

Must include the following:

- Name of the company submitting the proposal.
- Statement demonstrating your understanding of the work to be performed.
- Statement confirming that the firm meets the Consultant Qualifications (see Section 2 above).
- The firm's contact person and telephone number.

Title Page

Must include the following:

- Name of this RFP.
- Name, address, telephone number, and email of the bidder.
- Name and title of person authorized to commit the bidder to contractual arrangements.

Table of Contents

- Broken into section and sub-section

Profile of Firm

Must include the following:

- Statement of the firm's experience in conducting work of the nature sought by this RFP.
- Location of the firm's office, and that of all sub-consultants, that will perform the work.
- Organization chart for firm, including all sub-consultants.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each individual in relations to the work.
- The proposal should contain a statement assuring that once management and technical staff have been assigned to the project, they will not be replaced by other personnel unless they leave the company. A statement should also be included which states that if any person originally assigned to the project is replaced, the new person, shall be equally qualified and will be subject to the approval of the County Project Manager.
- Examples of similar projects completed by the firm.
- Minimum of three (3) references of other municipal clients of the firm with contact information.

- Proof of being a registered Pennsylvania Department of Transportation Engineering and Construction Management System (ECMS) partner.
- Any other information relating to the capabilities and expertise of the firm in performing comparable work.

Methods and Procedures

Must include the following:

- Detailed description of the methods and procedures the Consultant will use to perform the work presented in the form of an ordered series of tasks to be accomplished.
- Meetings – Types of meetings and description and number and description of each type.

Work Schedule

Must include the following:

- Time frames for each task.
- Meetings
- Target dates for completion of draft and final documents.

Cost

The proposal must justify the total cost based on the necessity of each line item, the quality of the product, and the level of detail.

1. The proposal must include the following items itemized for each major task:
 - Hours of work and total cost.
 - For each person assigned to work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
 - List of reimbursable expenses (direct costs) to be claimed.
 - The itemized costs must be totaled to produce a contract price. If awarded a contract, the Consultant is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.
2. The Consultant's method of billing must be indicated. The preferred practice of the County is to pay consultants quarterly; however, the County will consider paying on a more frequent basis as substantial portions of the work are completed, but not more than one time per month.

The following forms are contained in the attachments. All forms are required and shall be completed and made part of the proposal submitted:

1. Proposal Cost/Signature Form
2. Non-Collusion Affidavit
3. Disclosure of Ownership Form
4. Insurance Requirement Acknowledgement Form
5. Professional Services Entity Information Form
6. Qualification Affidavit
7. Submission Form
8. Acknowledgement of Receipt of Addenda
9. Statement of Indebtedness
10. Agreement for Payment of Commodity
11. Letter of Intent
12. Letter of Qualification

4.4 General Terms

Proposals

- Proposals shall be submitted prior to the deadline established in this RFP and be clearly marked “Media-Smedley Connector Trail, Phase 1 – Final Design”
- All bidders are bound by the deadline and location requirements of this RFP. Late proposals will not be considered.
- Proposing Firms are encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to illustrate that it will prepare high-quality work products at the lowest possible cost. All changes should be listed and explained.
- Bidders electing to respond to this RFP are responsible for all costs incurred in the preparation and submission of proposal; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything related to this RFP. The County is not liable for any costs incurred by a bidder in response to this RFP, and the bidder (including all related parties) disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.
- All proposals shall first be examined for completeness in meeting the terms and conditions of this RFP. Bids that are determined to meet said requirements will be given further consideration.
- The County reserves the right to reject any and all proposals or any portion thereof and to select the bid proposal that it judges to be in the best interest of the County.
- The County reserves the right to award no contract for any project for which no proposal is evaluated as satisfactory.
- The County reserves the right to cancel or modify this RFP. There is no guarantee that the County will place the requested services under contract.
- If only one proposal is received, the County may initiate negotiations with the firm submitting the proposal or seek additional proposals on an informal or formal basis during the sixty (60) day period that proposals must remain effective.
- The contract is subject to the approval of County Council and is effective only upon their approval.

4.5 Location of Servicing Office

The proposal must list the location and address of the present, active office that will service and manage this contract.

5. Evaluation, Review and Selection Process

5.1 Proposals to Remain Subject to Acceptance

RFP responses shall remain open for a period of sixty (60) calendar days from the stated submittal date. The owner will either award the contract within the applicable time period or reject all proposals.

The owner may extend the decision to award or reject all proposals beyond the sixty (60) calendar days when the proposals of any respondents who consent thereto may, at the request of the owner, be held for consideration for such longer period as may be agreed.

5.2 Rejection of Proposals

The owner reserves the right to reject any or all proposals, or to reject any proposals if the evidence submitted by, or investigation of such respondent fails to satisfy the owner that such respondent is properly qualified to

carry out the obligations of the RFP and to complete the work contemplated therein. The owner reserves the right to waive any minor informality in the RFP.

5.3 Evaluation Process

An evaluation team will review all proposals to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on most advantageous price and other factors.

5.4 Evaluation Criteria

All proposals will be reviewed and evaluated. If oral presentations are required, they will be scheduled for **May 18 - 19, 2022**. The proposals will be reviewed by a committee composed of representatives from the Delaware County Planning, and Public Works Departments and/or their designees. An external peer review may also be conducted. The committee's selection of one applicant will be based upon several weighted criteria, including:

- Demonstrated experience of the firm in completing street-based trails or similar work ([REDACTED]);
Experience of the firm shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, and successful completion of projects/services similar to that requested in this RFP.
- Relationship of costs to work proposed ([REDACTED]);
Total overall costs to complete the project and each individual task. Price shall be based on hourly rates and schedules of fees submitted with the proposal. Proposal should show rates for each staff person and their estimated hours for each task or service. Proposals will be evaluated on how the costs relate to each task and the overall project. Staff assignments to each task, as their individual rates relate to and affect the cost, may affect the scoring of this criterion.
- Demonstrated understanding of the tasks and creativity in approach ([REDACTED]);
This includes the ability of the respondent to perform all of the tasks listed above and fulfill adequately the stated requirements. The respondent will be evaluated on their level of understanding of the design problem to be solved and to what extent their specific approach and methodology is creative, unique, and makes sense when applied to this project's challenging physical environment.
- Demonstrated experience in PennDOT administered/federally funded transportation infrastructure projects ([REDACTED]);
This criterion specifically refers to the respondent's level of experience with the standards, permitting, and oversight that will be a part of this project as part of the Transportation Alternatives Set-Aside funding that has been awarded for the trail's development. This should be shown in the proposal in reference to their past project experience and in the experience of staff assigned to this project. Experience with TASA-funded (or other similar federal programs) projects, and familiarity with PennDOT District 6 and associated DVRPC program staff would be relevant.
- Level of expertise of staff persons assigned to the project ([REDACTED]);
The respondent shall provide personnel qualifications in the Proposal. The proposals will be evaluated based on the individual staff's education, certifications, and experience on similar

projects. The composition of the team in terms of which person will have specific roles and workload will also be part of the evaluation.

- Demonstrated ability to deliver quality work within a tight schedule, but also on a realistic timeframe (■);
A successful respondent will submit, within the proposal, a project schedule/timeline showing tasks, project milestones, and deliverables described in this proposal by month. Respondent should convey confidence to complete the work in the timeframe necessitated by the TASA development funding. Evaluation will weigh the apparent quality of the firm's past work and approach to how they show and explain the schedule to be workable and realistic.
- Demonstrated expertise in the preparation and presentation of technical materials to the public, government officials, and other interested parties (■);
This includes the ability of the respondent to create and explain visuals and graphics in a way that is understandable to both professionals and lay people. The respondent will be evaluated on images of graphics and design materials shown from past projects and description of past public involvement and presentation meetings and events.
- Familiarity with the physical, political, and legal planning environment in which the study will take place (■);
Respondent will be evaluated on their amount and of past experience working in Media Borough and/or other places in Delaware County and Southeast Pennsylvania, particularly in PennDOT District 6. If the firm or staff has relevant familiarity with the planning environment from experience, affiliations, and knowledge outside of their contracted work, it may help their evaluation and therefore should be noted. The level that this experience put the firm in contact with government officials, staff, agencies, and the community will be considered, as well as familiarity with relevant Pennsylvania laws and statutes.
- Ability to establish a local presence or to otherwise assure consultant availability (■);
A successful respondent will submit a statement within the proposal stating how they will be able to assure availability to the County. Firms should assure and convey their ability to be available and on site when needed. As reasonable accessibility is a relevant consideration, the respondent should have its office within reasonable distance to Delaware County. Respondent should provide details as to its office being staffed and responsive, with sufficient support staff to adequately provide services.

****The County encourages proposals from small firms, DBE firms, minority firms and firms that have not previously performed work for the County.*

- The final selected applicant, or in the case of a tie, applicants, will be requested to participate in contract negotiations. If for any reason it is impossible to reach agreement with the chosen applicant/s, negotiations shall be undertaken with other applicants in the order of their final ranking. A contract shall be proposed for award to the highest ranked applicant with whom agreement can be negotiated in accordance with the terms and conditions offered. The contract is subject to the approval of County Council and is effective only upon their approval.

5.5 Term of the contract

Up to twenty-four (24) months with the option (of the County) to extend for one (1) additional twelve (12) month period. Commencing and ending on dates to be listed in fully executed contract (Refer 2.14 Non-Allocation of Funding).

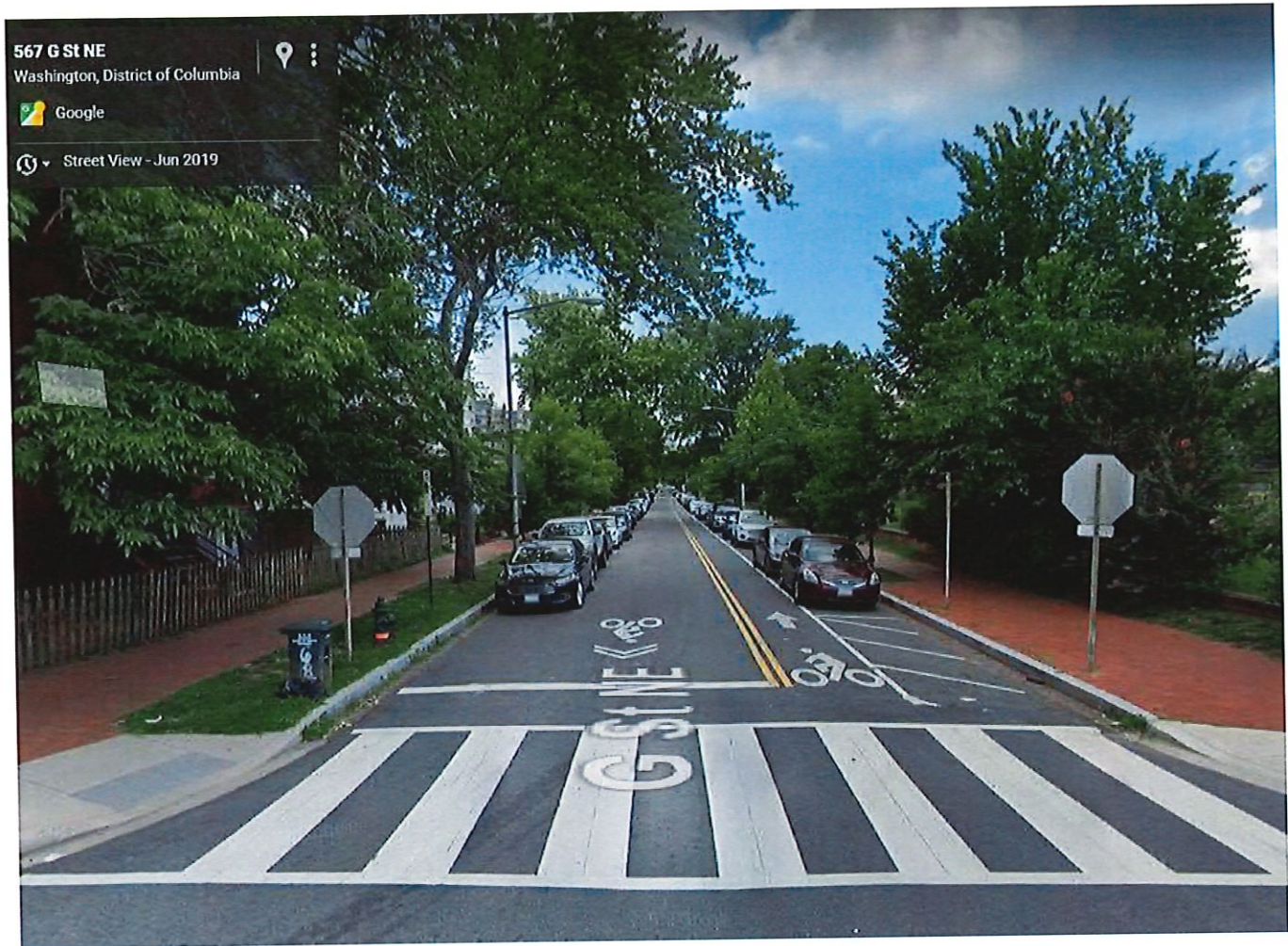
5.6 Contract Extension

Upon mutual agreement of the County of Delaware and the contractor, an extension for one additional year contract will be considered. The contemplated extension will be in accordance with the terms and conditions of the current contract.

5.7 Notice of Award

The successful respondent will be notified of the award of contract upon a favorable decision by the governing body. The director of the using department may then prepare and submit necessary documents to the Department of Central Purchasing to generate a Purchase Order for the contractor.

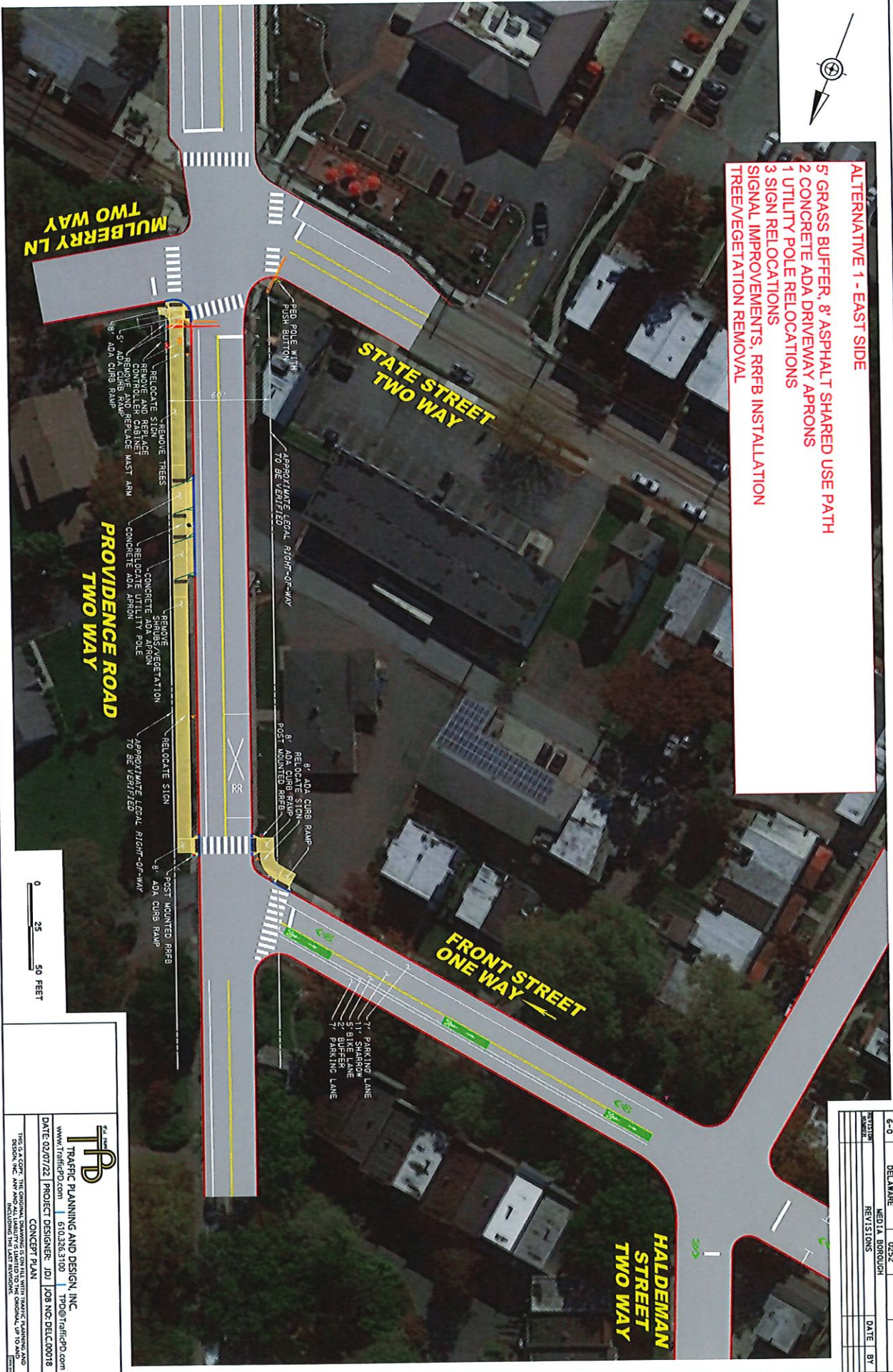
Appendix A: Contraflow Bicycle Lane Example



An example from Washington, D.C. of a contraflow bicycle lane on a one-way street with parallel parking on both sides. This is comparable to the current concept for the easternmost block of Front Street in Media that is part of this project.

APPENDIX B – TRAIL CONCEPT PLAN

(See attachment)



- ALTERNATIVE 1 - EAST SIDE**
- 5' GRASS BUFFER, 8' ASPHALT SHARED USE PATH
 - 2 CONCRETE ADA DRIVEWAY APRONS
 - 1 UTILITY POLE RELOCATIONS
 - 3 SIGN RELOCATIONS
 - SIGNAL IMPROVEMENTS, RFRB INSTALLATION
 - TREE/VEGETATION REMOVAL

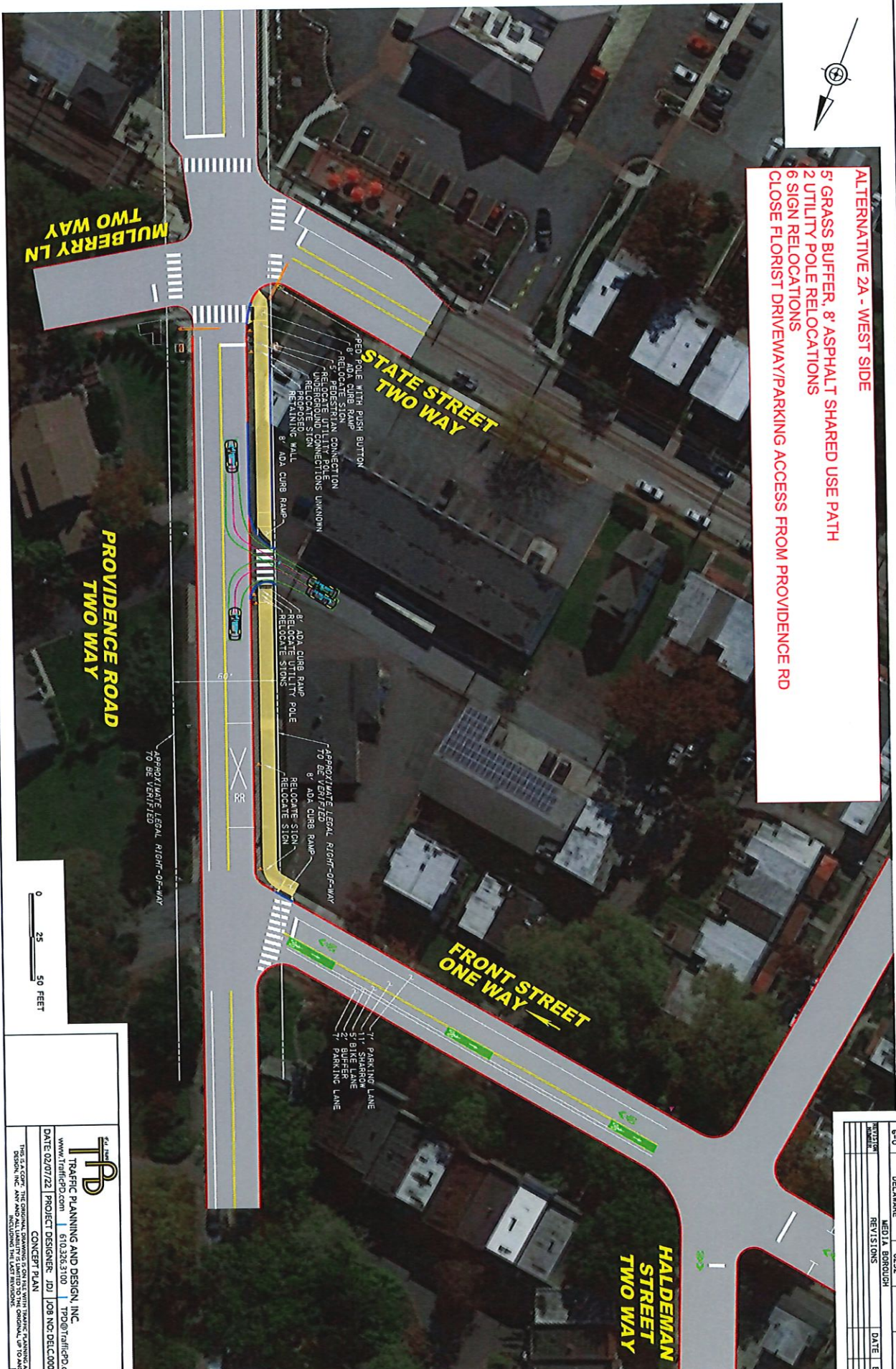


T&P
TRAFFIC PLANNING AND DESIGN, INC.
 www.trafficpd.com | 610.326.3100 | TPD@trafficpd.com
 DATE: 02/07/22 | PROJECT DESIGNER: JDI | JOB NO: DELC.00018

THIS SET REPRESENTS THE ORIGINAL CONCEPT PLAN. ANY AND ALL LIABILITY IS LIMITED TO THE ORIGINAL, UP TO AND INCLUDING THE DATE REVISED.

PROJECT	COUNTY	ROUTE	SECTION	SHEET
6-0	DELMARE	0252	MEDIA BOROUGH	
REVISION	REVISIONS	DATE	BY	

- 7' PARKING LANE
- 11' SHARROW
- 5' BIKE LANE
- 7' PARKING LANE



ALTERNATIVE 2A - WEST SIDE

- 5' GRASS BUFFER, 8' ASPHALT SHARED USE PATH
- 2 UTILITY POLE RELOCATIONS
- 6 SIGN RELOCATIONS
- CLOSE FLORIST DRIVEWAY/PARKING ACCESS FROM PROVIDENCE RD

DISTRICT	COUNTY	ROUTE	SECTION	SHEET
6-0	DELAWARE	6952		
PROJECT NUMBER	MEDIA BOROUGH	REVISED	DATE	BY

TPD
TRAFFIC PLANNING AND DESIGN, INC.
www.trafficpd.com | 610.326.3100 | TPD@trafficpd.com
DATE: 02/07/22 | PROJECT DESIGNER: JDI | JOB NO: DELC-00018

CONCEPT PLAN

THIS IS A CONCEPT PLAN. THE ORIGINAL TRAFFIC PLANNING AND DESIGN, INC. AND ALL LIABILITY IS LIMITED TO THE ORIGINAL UP TO AND INCLUDING THE USER'S REVIEW.

0 25 50 FEET

APPROXIMATE LEGAL RIGHT-OF-WAY TO BE VERIFIED

RELOCATE SIGN CONNECTION UNDERGROUND CONNECTIONS UNKNOWN
RELOCATE SIGN
8' ADA CURB RAMP
RELOCATE UTILITY POLE

RELOCATE SIGN
8' ADA CURB RAMP
RELOCATE UTILITY POLE

APPROXIMATE LEGAL RIGHT-OF-WAY TO BE VERIFIED
8' ADA CURB RAMP
RELOCATE SIGN

7' PARKING LANE
11' SHARROW
5' BIKE LANE
7' PARKING LANE

**MULBERRY LN
TWO WAY**

**STATE STREET
TWO WAY**

**PROVIDENCE ROAD
TWO WAY**

**FRONT STREET
ONE WAY**

**HALDEMAN
STREET
TWO WAY**

**ALL OF THE
FOLLOWING
DOCUMENTS
MUST BE INCLUDED
WITH
PROPOSAL**

COUNTY OF DELAWARE
CHECKLIST

PROFESSIONAL SERVICE: ENGINEERING CONSULTANT SERVICES
MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN

SUBMISSION DATE: MAY 11, 2022 – Wednesday

The following items, as indicated below (x), shall be provided with the receipt of sealed submissions:

- Proposal Cost Form X
- Non-Collusion Affidavit X
- Disclosure of Ownership Form X
- Insurance Requirement Acknowledgement Form X
- Professional Service Entity Information Form X
- Qualification Affidavit X
- Submission Form X
- Acknowledgement of Corrections, Additions or Deletions Form X
- Statement of Indebtedness Form X
- Agreement for Payment of Commodity/Service Form X
- Letter of Intent X
- Letter of Qualification X

Firm/Company: _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

**ENGINEERING CONSULTANT SERVICES
MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN
PROPOSAL COST FORM/SIGNATURE PAGE**

**TO THE COUNTY OF DELAWARE
COUNTY COUNCIL:**

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver services for the following:

**ENGINEERING CONSULTANT SERVICES
MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN**

Attached, please find our total cost based on the necessity of each line item, the quality of the product, and the level of detail.

The following items are itemized for each major task:

- Hours of work and total cost.
- For each person assigned to work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
- List of reimbursable expenses (direct costs) to be claimed.
- The itemized costs must be totaled to produce a contract price. If awarded a contract, the Consultant is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

(Corporation)
 The undersigned is a (Partnership) under the laws of the State of _____ having its
 (Individual)

Principal office at _____

 Company Federal I.D. # or Social Security #

Address

 Signature of Authorized Agent Type or Print Name

 Title of Authorized Agent Date

 Telephone Number Email Address

Fax Number

NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract/purchase order awarded pursuant to this bid. According to Section 4507 of Act 57 of May 15, 1998, 62 Pa. C.S., ss 4507, governmental agencies may require Non-Collusion Affidavits to be submitted with any bids. By submittal of a bid for the above-referenced project and execution of this affidavit, the following statements are acknowledged: _____

- The price(s) and amount of bid have been arrived at independently and without consultation, communication or agreement with any other Contractor, potential Contractor or bidder.
- Neither the price(s), amount of this bid nor the approximate price(s) or amount of bid, have been disclosed to any other company or person who may be a Contractor or potential Contractor, nor will they be disclosed prior to this bid opening.
- No attempt has been made, or will be made, to induce any company or person to refrain from bidding on this contract or submit a proposal higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- This bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from any company or person to submit a complementary or other noncompetitive bid.
- To my best knowledge, the Contractor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- The Contractor is not currently under suspension or review by the Commonwealth, or any other Federal, State or Local Governmental entity. If certification cannot be made, a written explanation to support the inability of providing such shall be submitted with this bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by: _____
(Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to
before me this _____ day
of _____ 20____

Signature of:
Bidder, if the bidder is an individual
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation

Notary Public of: _____
My commission expires: _____

OWNER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with RFP Submission

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that there are no stockholders

Check the box that represents the type of business organization:

- Partnership
- Limited Partnership
- Subchapter S Corporation
- Corporation
- Limited Liability Corporation
- Other (describe) _____
- Sole Proprietorship
- Limited Liability Partnership

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of

(Affiant)

_____,

(Print name & title of affiant)

20 ____.

(Notary Public)

(Corporate Seal)

My Commission expires:

(Corporate Seal)

COUNTY OF DELAWARE

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the County’s Clerk’s Office upon award of contract by the County Council.

The minimum amount of insurance to be carried by the selected Professional Service Entity shall be as follows:

Professional Liability Insurance

Limits shall be a minimum of \$1,000,000.00 for each claim and \$3,000,000.00 aggregate each policy period.

**Vendor / Firm shall not commence operations until County has been furnished original certificate(s) of Insurance and certified original copies of endorsements or policies of insurance in the amounts and/or minimum coverage(s) required in this proposal.*

Acknowledgement of Insurance Requirement:

(Signature) (Date)

(Printed Name and Title)

COUNTY OF DELAWARE
PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the professional service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail Address: _____

If individual has a TRADE NAME, give such tradename:

Trading As: _____ Telephone: _____



If the professional service Entity is a **PARTNERSHIP**, sign name and give the following information:

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail Address: _____

Social Security No.: _____

Signature of authorized Agent: _____



If the professional service Entity is **INCORPORATED**, sign name and give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail Address: _____

Name of agent in charge of said office upon whom notice may be legally served.



Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

QUALIFICATION AFFIDAVIT

The County of Delaware reserves the right to reject the bid of any bidder who has previously failed to perform properly or to complete on time, contracts of a similar nature; who is not qualified to perform the contract; or who has repeatedly or without good cause failed to pay bills or otherwise failed to perform its obligations to subcontractors, materialmen, employees of this or any other government body or agency in similar contracts. In determining the lowest responsible bidder and its qualifications, the following elements, in addition to those above mentioned, will be considered; Whether the bidder (1) maintains a permanent place of business; (2) has adequate plant and equipment available to do the work properly and expeditiously; (3) has suitable financial resources to meet the obligations incident to the work; (4) has appropriate technical experience.

Each bidder must supply the following certified statement. Failure to do so shall be deemed a material defect in the bid, resulting in rejection of the bid:

Commonwealth of Pennsylvania
County of _____) SS:

I am the (President, Partner, Owner) of _____
_____, the bidder herein.

I know that the bidder, _____, has not previously failed to perform properly, or complete on time, contracts of a nature similar to that bid upon; is qualified to perform the contract; has not repeatedly or without just cause failed to pay bills or otherwise failed to perform its obligations to sub-contractors, materialmen, employees, of this or any other government or agency in similar contracts.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Company Name

Subscribed and Sworn to
Before me this ____ day
Of _____ 20____.

Sign Name

Print Name

Notary Public of: _____
My commission expires: _____

Print/Type Title

COUNTY OF DELAWARE SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

2. References and record success of same similar service:

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

4. Cost details including all expenses and any "out-of- scope" work rates:

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone #: _____ Fax #: _____

COUNTY OF DELAWARE

ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____
of the firm _____

Hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in this Submission Package.

(Signature)

(Type or Print of Affiant and Title, under Signature)

(Date)

STATEMENT OF INDEBTEDNESS

Bidders shall provide as part of their bid a statement under oath that (a) they are not indebted to the County of Delaware, (b) are not in breach of any contract previously awarded by the County and (c) are not a party to any pending action either at law or equity in which they are asserting an affirmative claim for damages or other relief against the County of Delaware. Failure to provide the required statement shall disqualify the bidder.

(Name of Contractor)

(Type or print name of affiant under signature)

Subscribe and sworn to

Before me this ____ day

Of _____ 20 ____

Notary Public of _____
My Commission Expires _____

COUNTY OF DELAWARE

MEDIA, PENNSYLVANIA

AGREEMENT FOR PAYMENT OF COMMODITY

The contractor or vendor realizes that as a County, payment cannot be made on a bill-presented basis.

Therefore, the contractor or vendor, hereby agrees to accept payment within a reasonable time after presentation of invoice and properly executed documentation as well as signed vouchers pertaining to same.

Payment in the normal circumstance should not exceed 60 days.

Name of Official for Company

Name of Company or Business

Address

Date: _____

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Lisa L. Jackson, Q.P.A.
Director of Central Purchasing
County of Delaware
201 W. Front Street
Media, Pennsylvania 19063

Dear Ms. Jackson:

The undersigned has reviewed our Qualification Statement submitted in response to the Request for Proposal (RFP) issued by the County of Delaware, dated May ____, 2022, in connection with the County's need for services of **ENGINEERING CONSULTANT SERVICES (MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN)**.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: _____

Typed Name and Title: _____

Type Name of Firm: _____

Dated: _____

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Lisa L. Jackson, Q.P.A.
 Director of Central Purchasing
 County of Delaware
 201 W. Front Street
 Media, PA 19063

Dear Ms. Jackson:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Proposal (RFP), issued by the County of Delaware, dated May ____, 2022 in connection with the County's need for services of **ENGINEERING CONSULTANT SERVICES (MEDIA-SMEDLEY CONNECTOR TRAIL, PHASE I – FINAL DESIGN)**.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the County's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP or any negotiation which results there from shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the County.
5. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

- 6. (Name of Respondent) acknowledges and agrees that the County may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the County shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

- 7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: _____

Typed Name and Title: _____

Type Name of Firm: _____

Dated: _____

Proposal for Engineering Consultant Services for the Media-Smedley Connector Trail, Phase I - Final Design

May 11, 2022

Project Manager

Craig W. Bachik, RLA, ASLA
Office: (717) 441-2216 x1163
Cell: (717) 731-2381
cbachik@navarrowright.com



Prepared for:

County of Delaware



151 Reno Avenue
New Cumberland, PA 17070

Phone: 717.441.2216
Fax: 717.441.2218

navarrowright.com



Corporate Office
151 Reno Avenue
New Cumberland, PA 17070
P: (717) 441-2216
F: (717) 441-2218
www.navarrowright.com

May 11, 2022

Lisa L. Jackson, Q.P.B.
Director of Central Purchasing
County of Delaware

RE: Proposal for Engineering Consultant Services for Media-Smedley Connector Trail, Phase I – Final Design

Dear Lisa:

Navarro & Wright Consulting Engineers, Inc. (N&W) is pleased to offer the attached proposal to provide final design for the Media-Smedley Connector Trail, Phase I project. N&W understands that Delaware County has been awarded a \$450,000 Transportation Alternatives Set-Aside Program (TASA) grant and will utilize the funding to develop a three-block (approximately 700 feet) section of the trail alongside and adjoining Providence Road (PA Rt. 252) in Media Borough, PA. This project will involve refining one of the three (3) previously developed alternative into construction-ready documents, through a community engagement process including the County, Media Borough, PennDOT and other stakeholders. Our creative approach is based upon investing time walking/biking and engaging the community to develop a holistic solution.

Our attached proposal details our team's qualifications, our past experience with trail design and engineering projects in urban environments as well as our approach and schedule for this project. The primary contact/project manager for this contract is:

Craig W. Bachik, RLA
Office: (717) 441-2216 x1163
Cell: (717) 731-2381
cbachik@navarrowright.com

Mr. Bachik brings more than 39 years of consulting, design and construction experience for feasibility studies and conceptual design projects in Pennsylvania, and has extensive experience in coordinating and leading successful project teams and governmental, private, educational, and community stakeholders in reaching consensus for successful and most often creative project implementation.

N&W is a registered PennDOT DBE partner in ECMS and has provided trail design/engineering drawings and HOP documents in accordance with PennDOT standards. Our qualified team includes a registered landscape architect and a professional transportation engineer. Mr. Bachik will make himself available at any point to meet with you, at your convenience, to discuss the contract and our approach.

Kind Regards,
NAVARRO & WRIGHT CONSULTING ENGINEERS, INC.

Paul J. Navarro, P.E., President & CEO

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Appendix A – Resumes

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1.0 PROFILE OF FIRM

Statement of Experience

Navarro & Wright Consulting Engineers, Inc. (N&W) is a multi-disciplined civil engineering firm, formed in 1996, servicing public, private and institutional clients throughout the Mid-Atlantic Region. We are a certified Minority Business Enterprise (MBE), certified with PennDOT. Headquartered in New Cumberland, PA with branch offices in Pittsburgh, New Stanton, and King of Prussia, PA, as well as Maryland and Delaware, N&W offers the project management, engineering, surveying, geotechnical, materials testing, environmental sciences, and construction services necessary to site, permit, design, construct and support operations for a wide range of civil engineering projects.

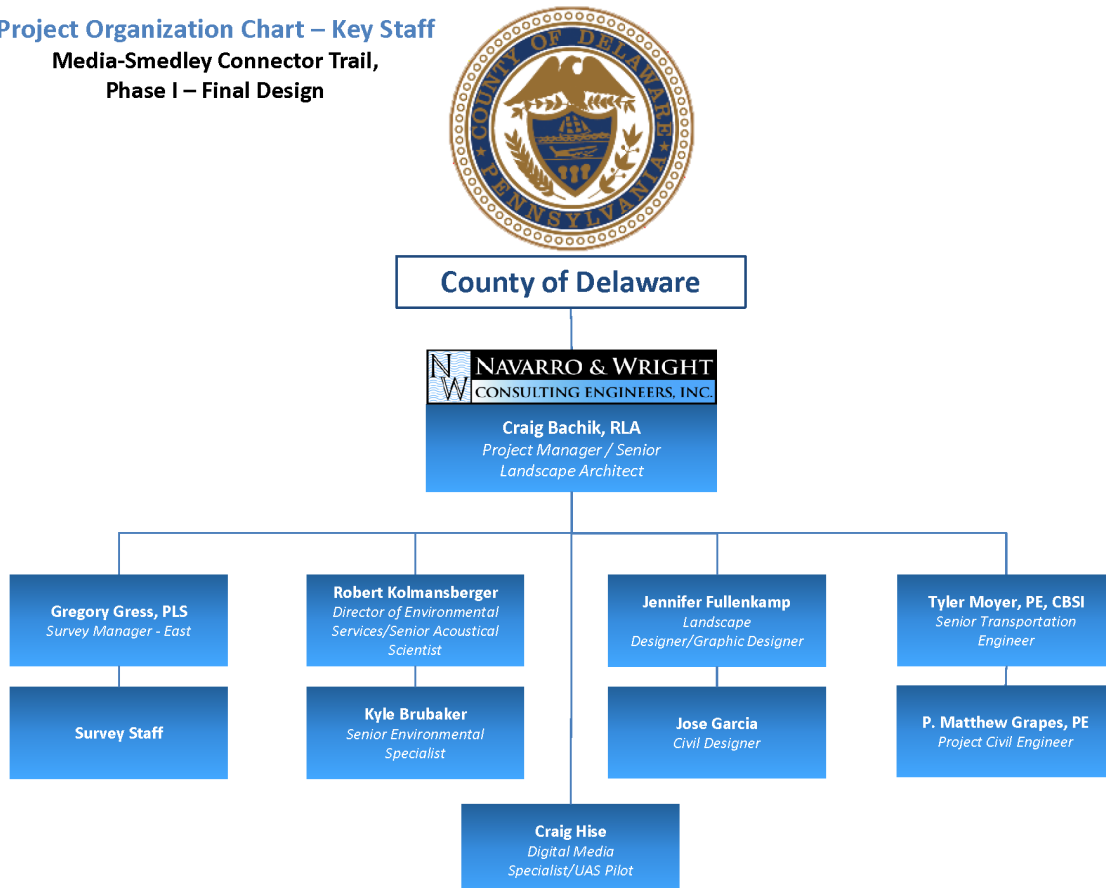
N&W has provided trail design and engineering services under PennDOT and PA DCNR standards, from conceptual design through grant application and construction inspection. Please reference our specific project experience below.

Office Location

N&W has offices in King of Prussia and New Cumberland, PA. The project will be managed from our New Cumberland office, with survey support from the King of Prussia location.

Organization Chart

Project Organization Chart – Key Staff
Media-Smedley Connector Trail,
Phase I – Final Design



Resumes

Resumes for the staff listed in the organization chart shown above are included in Appendix A.

Staff Assignment

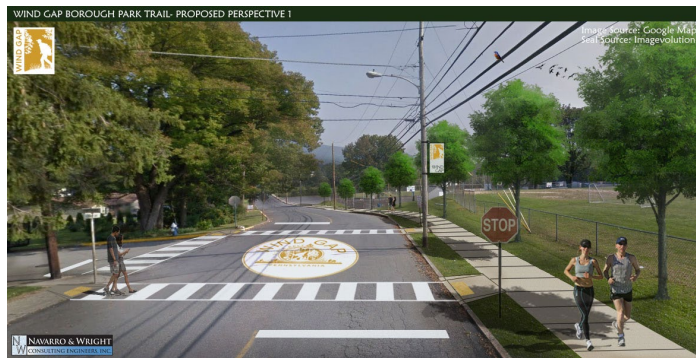
N&W states that, if awarded this project, once our management and technical staff have been assigned to the project, they will not be replaced by other personnel unless they leave the company or otherwise become physically unable to complete their role.

If a new staff member must be assigned to the project, that individual will be equally qualified and will be subject to the approval of the Delaware County Project Manager.

Similar Project Examples

**Wind Gap Borough Park Trail
Northampton County, PA**

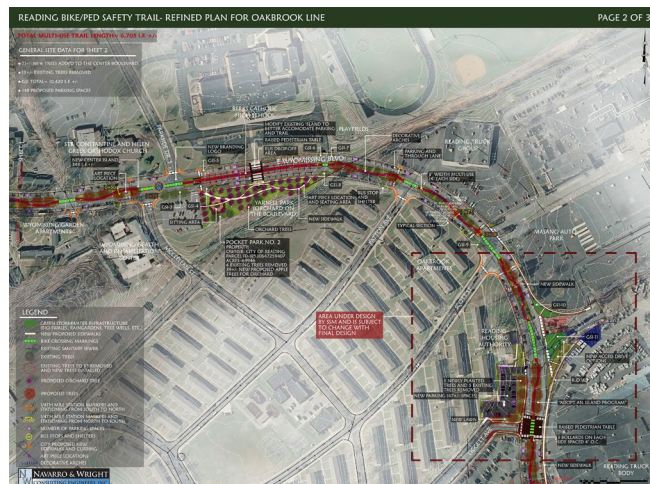
N&W worked with the Borough of Wind Gap and stakeholders to plan and design a multi-use trail in and around Wind Gap Borough Park. Wind Gap is known as the “Gateway to the Poconos” and this trail is the first step in connecting the park and Borough residents to additional recreational trails in the vicinity, such as the Appalachian Trail. **N&W analyzed the existing park and environs and worked with the Borough and stakeholders to develop three (3) conceptual trail alignments. Feedback from a community survey and virtual meetings was assimilated to select and refine the final design and mature that into final engineering plans and construction drawings. A phasing plan and construction cost opinions were also developed to allow the Borough to selectively combine elements of the design to meet their budgetary requirements.**



N&W assisted Wind Gap Borough with the construction bidding process and is also assisting with obtaining funding for future phases of the trail from sources such as the PennDOT Multi-Modal Transportation Fund.

**18W Bicycle/Pedestrian Safety Trail
City of Reading, PA**

The City of Reading is designing a bike and pedestrian path through the existing median in its 18th Ward District on Hancock and East Wyomissing Boulevards. This project was recommended in the 18th Ward Area Comprehensive Plan and will allow this corridor to safely serve pedestrians and cyclists traveling to residences, schools, and businesses in the surrounding community.



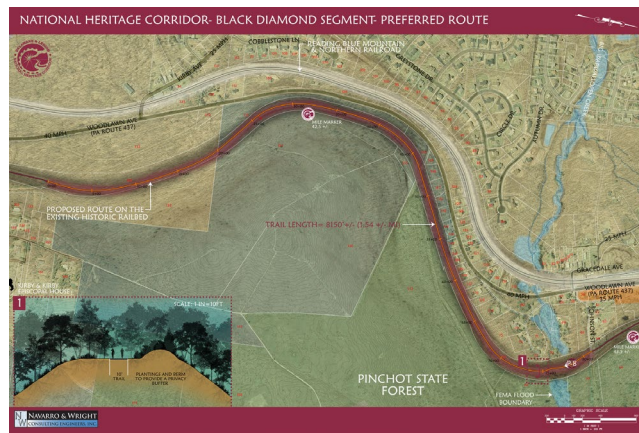


N&W is providing design and construction drawings for new concrete curbs and ADA-compliant ramps in the medians and along the edges of the streets. To maximize the usefulness and safety of the trail corridor, the design of new and modified medians is required. Services include survey and utility investigations, coordination with the Berks Area Regional Transportation Authority (BARTA), preparation of schematic, preliminary and final design plans and specifications, permitting, itemized cost opinions, construction/bid documents, and construction phase services.

N&W is providing full-time construction inspection for Layer 1 and is under contract for additional curbing, ramp and trail amenities engineering services.

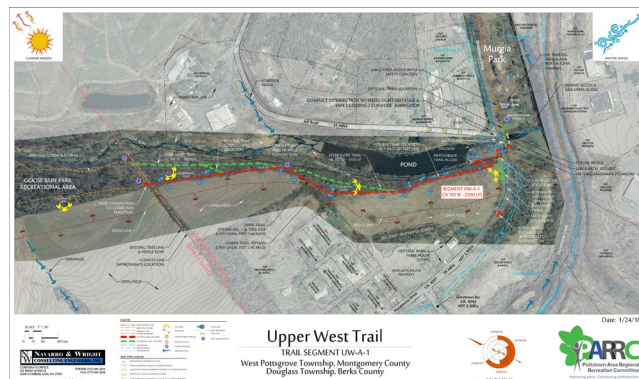
Delaware & Lehigh National Heritage Corridor Mountaintop to Oliver Mills Trail Segment Luzerne County, PA

N&W was partnered with D&L under an open-end contract to provide a full complement of survey, civil and structural engineering, landscape architectural design, environmental, cultural resources, and construction oversight and management services. The Mountaintop project involved conceptual, preliminary and final trail design, land development approvals and permitting for an unimproved 4+ mile segment of the D&L Trail which runs from Mountaintop to Oliver Mills in Luzerne County, PA. The planned alignment of this “rail to trail” segment will follow the rail bed of the former Lehigh Valley Railroad through the Solomon Gap area. N&W’s work included working with adjacent property owners and PA DCNR to identify and resolve design issues of concern that impact sustainability.



Tri-County Trails – Upper West Trail Montgomery County, PA

N&W was awarded this contract by the Pottstown Area Regional Recreation Committee (PARRC) to provide conceptual design and engineering services for four (4) trail segments in Montgomery, Chester and Berks Counties. The Delaware Valley Regional Planning Commission (DVRPC) initially identified four (4) potential trail alignments in the greater Pottstown region with the vision that this pedestrian, bike, and equestrian network would eventually connect to the Circuit Trail network of the greater Philadelphia region. This project was being funded through a grant from the PA Department of Conservation and Natural Resources (DCNR).



Using a series of “overlay” renderings, N&W proposed the creation of the “Urban Meadow” to establish the pedestrian connection between the two adaptive reuse buildings currently used as classroom space by Harrisburg Area Community College. The Urban Meadow is a swath of nature running through an otherwise hostile urban environment of parking lots, streets and buildings. The integrated use of native plant materials and rain garden collection/filtration systems provides a hands-on example of how the appropriate use of plant materials, in engineered settings, can help clean polluted storm water run-off generated by the “first flush” of parking areas and city streets.



The total project area encompassed a 12-block area in mid-town Harrisburg and made connections to Harrisburg’s Riverfront Park. The total project cost for the first phase was approximately \$20,000,000.00. The Urban Meadow represented about \$1,000,000 worth of improvements and the long range

GreenWorks anticipated costs exceed \$175,000,000.00. Costs were minimized by creating private / public partnerships for grants and by reusing on-site materials in new and innovative ways.

Making pedestrian connections between uses in urban settings and designing such connections through a series of synthesized elements of line, sight, environmental issues, vehicular circulation patterns and pedestrian safety issues is vital in urban environments. The project received DCED and DCNR funding as a model project for urban revitalization and collaboration between HACC and the City.

**PennDOT Bureau of Public Transportation
Open End
Pennsylvania Statewide**

Navarro & Wright Consulting Engineers, Inc. (N&W) is part of a multi-firm team providing a variety of engineering design-related services to the Bureau of Public Transportation (BPT) for bus and rail-related transit throughout the state. One of the first projects is described below.



- **PennDOT Transportation Facilities** - N&W has provided layout plan options for transportation facilities in multiple counties, including Cumberland, Wayne, Washington, Lycoming, Susquehanna, Green, Lawrence and Perry. Planning efforts included developing parking areas and bus wash facilities for transit buses and developing materials selection story boards and cost opinions.

References

Wind Gap Borough Park Trail
Wind Gap Borough
Louise Firestone
Wind Gap Borough Manager
610-863-2157
lfirestone@windgap-pa.gov

Bedford Fulton Joint Recreation Authority
The Old PA Turnpike Trail

James Edwards	John Carlin
Chairman	Steering Committee Chairman
200 S. Juliana Street	814.329.1873
Bedford, PA 15522	john.carlin2@gmail.com
814.624.2253	
jandsedwards@embarqmail.com	

18W Pedestrian/Bike Safety Trail
PDC Reading Downtown Design for Distance
City of Reading

Lucine Sihelnik, Vice-President of Council
lucine.sihelnik@gmail.com

Dave Talarico, Reading Housing Authority Director of Capital Improvements
dtalarico@readingpa.org
 484.332.5150

Urban Pedestrian Streetscape Connection
City of Harrisburg

Mr. Wayne Martin, P.E.
 (Former) City Engineer
 Cell: 717.315.4255

Ms. Rebecca Vollmer – Grants Director
 10 N. 2nd Street
 Harrisburg, PA 17101
 P : 717.255.3068
rvollmer@harrisburgpa.gov

New Cumberland Borough
Hillside Park

Don Kibler
New Cumberland Borough Councilman
dkibler4newcumb@gmail.com
 717-774-6945

PennDOT ECMS Partner Certification

N&W is certified as a Disadvantaged Business Entity (DBE) in ECMS (#11829) and our Consultant Qualification Package listing is included as Appendix B.

Other Information

N&W has an FAA-certified drone pilot on staff who can provide aerial photographs of the area if required to assist with base mapping or the creation of perspective views.

2.0 METHODS AND PROCEDURES

Project Understanding

Navarro & Wright Consulting Engineers, Inc. (N&W) understands that Delaware County is starting to develop the Media-Smedley Connector Trail in Media Borough. This connector trail has been detailed in the Media-Smedley Connector Trail Feasibility Study document and is intended to connect Smedley and Memorial Parks via the Borough of Media.

The County has been awarded a \$450,000 Transportation Alternatives Set-Aside Program (TASA) grant and will utilize the funding to develop a three-block (approximately 700 feet) section of the trail alongside and adjoining Providence Road (PA Rt. 252). To retain the TASA funding, all pre-design, final design and pre-construction work must be completed, and the project must be ready to be advertised for construction bidding by August 31, 2023. This project also includes developing the easternmost block of Front Street, from Providence Road to Haldeman Street as a two-way bike trail on a one-way street with parking on both sides. Once this trail segment and associated crossings are completed, bikers and pedestrians will be able to make their way from Media Borough to Smedley County Park using existing sidewalks and/or streets.

N&W also understands that there are three (3) conceptual alternatives developed for the segment, two (2) which run along the western, more commercial side of PA 252 and one which utilizes the eastern, more residential side of Providence Road. There are design issues/constraints to be addressed with any of the options, but the PennDOT Bike/Ped coordinator who has reviewed these options initially preferred the eastern side option (Alt. 1). One of the first tasks associated with the project will be to walk the alternative alignment and confirm with all stakeholders the desired final course for the trail.

N&W further understand the work is to include the design (pre-design and final design) and pre-construction work for a roadside and on-road bike trail approximately 700 feet (0.13 miles) along Providence Road (from Mulberry Lane to Front Street) and Front Street (from Providence Road to Haldeman Street) in the Borough of Media. It is anticipated that N&W will develop a bid package for use in soliciting proposals for all construction work related to the trail design.

We offer the following as our approach to the project delivery and schedule.

Project Meetings/Reviews

The initial “Kick-off” meeting will serve as the organizational meeting for the N&W team, Delaware County staff from the Planning and Public Works Departments, Media Borough partners, PennDOT/TASA staff, and other key project stakeholders. We will work to involve as many of the above-mentioned stakeholders as possible. We will identify a communication and decision-making structure, confirm a program for the project, discuss desired outcomes and fine tune a project delivery

schedule. The project's goals and objectives will be defined and reduced to written format. We will all leave the meeting with a complete set of goals, objectives, a process and a clear understanding of our individual roles.

The N&W project team will meet with Delaware County/Media Borough on a monthly basis throughout the duration of the project in order to communicate progress and receive feedback on concepts, refinement, bid-ready documents, and construction progress. These regular meetings are intended to be workshop-type meeting for evaluation of alternative design options, material selections and sculpting of the project and various work tasks into the final completed trail solution.

Throughout the duration of the project N&W will also facilitate/participate in the following meetings/reviews:

- One (1) Field-view of the preferred alignment that is staked with survey flags for review and approval prior to developing preliminary/final plans;
- One (1) Public meeting held in conjunction with Delaware County and Media Borough to present near-final (60%) complete plans for public engagement. Input/comments from this meeting will be incorporated into the final design.
- Safety Submission - design criteria report, confidential safety study, and plans.
- ADA submission - Plans and CS-4401s.
- Traffic - Operations MPT spec, Traffic Control Plan, and Signing and Pavement Marking plans.
- Traffic Signals - There may need to be updates to Signal Permit Plans and coordination with the Signals unit depending on impacts to the existing signal and if the RRFB is required.
- DM-3 Plan Review - review of plans for formatting.
- Proprietary/Lighting/Structures – The N&W team will determine if any review/submissions are required based upon the final design.
- Constructability - plans, specs, estimates, pre-bid schedule (ASTA format)
- Permitting - Coordination at the very least with Delaware County Conservation District for E&S.
- PS&E - plans, specs, and estimate. The project is required to be bid through ECMS so forms and input into the system is required.

The N&W Scope of work that is detailed below will generate the following list of desired deliverables:

1. Project Coordination
2. Project Meetings
3. Utility Coordination
4. Construction Plans
5. Right of Way/Easement Plans
6. PennDOT Permitting Submissions
7. Construction Documents
8. Construction Consultation

Preliminary Engineering and Final Design

Final Alignment and Right-of-Way Determination

Site Survey

The N&W survey team will perform a topographic and planimetric survey of both sides of Providence Road/Rt. 252, from Mulberry Lane to Front Street. The survey will extend eighty (80) feet from the road centerline in both directions to capture building setbacks, walls, trees, telephone and sign poles, driveways, and other physical features which may impact right-of-way and trail alignment.

The survey will provide clear answers to the boundaries of right-of-way, elevations, setbacks from houses and using the accuracy of survey N&W will develop a refined concept for both sides of Providence Road: east and west.

Identify Right-of-way Issues

The N&W survey team will coordinate and provide base mapping that identifies the extent of the existing property lines and legal rights-of-ways for Providence Road. Also identified will be the extent of individual property ownerships along the streets. The N&W team will map all existing known right-of-ways, easements, underground/overhead utilities, and property ownership names, deed book and instrument references, etc.

Identify Utility Conflicts

The N&W team will provide the location of existing overhead and underground utilities (electric, sewer, water, stormwater, television, phone, telecommunications, gas, etc.) and their associated right of way/easements. The location and ownership of these utilities will be depicted on the base map detailed further below.

A PA One-Call will be placed for the project and plans sent to ALL utility providers. N&W will schedule a utility coordination meeting with ALL impacted utility providers to present the project and solicit feedback related to impacts and possible relocations.

N&W will also solicit feedback from utility providers on any known, or planned, utility improvements that may be scheduled by the providers, so that the timing of those improvements may be incorporated into an implementation work plan associated with the preferred option. Owners of potentially impacted utilities will be identified, and the team will provide an assessment of whether any relocations would be required. Written follow-up will be sent to each provider to confirm any impacts and solutions.

Base Plan Preparation

Using the site survey and existing conceptual drawings, the N&W team will prepare a detailed base plan of the proposed trail corridor and trail alignment(s) at as large a scale as to be practicable to be printable on 24" x 36" sheets. The scale will be defined (1" = 25' minimum) so that detailed information may be illustrated on the plans for purposes of public understanding, preparing cost opinions and future implementation. It is anticipated that the project will involve a series of project sheets divided into

sections, or phases. The plans will be accompanied with a corresponding centerline profiles. The information depicted on the plan sheets shall include, but is not limited to the following:

- Trail alignment and centerline information
- General acreage of site
- Boundary lines of adjacent property parcels where they intersect with the project site. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use and points of access to the site
- Circulation patterns (existing access roads, service drives, parking, trails, paths, ramps, and other connection points)
- Drainage structures (swales, inlets, etc.)
- Existing uses of surrounding property (e.g., single family residential, multi-family residential, commercial, industrial, etc.)
- Existing structures and facilities including utility installations and storm water facilities
- Flood plains (delineate floodway and 100-year flood level elevations)
- General location and type of easements, right-of-ways, and deed restrictions on the site
- Graphic Scale, North Arrow, Date, Legend
- Name of trail
- Name of municipality/owner (Borough of Media)
- Natural and man-made barriers (fences, guiderails, etc.)
- Seal of responsible designing landscape architect and/or engineer registered in Commonwealth of Pennsylvania
- Site boundaries with metes and bounds (from deed information)
- Boundaries of non-recreational and municipal uses with metes and bounds (deed plotting)
- Site control structures (fences, crosswalks, retaining walls, bollards, gates, etc.)
- Site zoning and zoning of surrounding properties
- Topography (2' to 10' foot contours, or spot elevations indicating land character and grade changes for relatively level sites)
- Vegetation (existing trees, especially those within 25' of proposed trail alignment, forested areas, meadows, gardens, landscape plants)
- Water features (streams, rivers, ponds, lakes)
- Wetlands (identify any on or immediately adjacent to site)
- Other site features that may impact, or be impacted by, the use and development of the trail.

Design Considerations

- All design and engineering work shall be completed in accordance with the latest PennDOT criteria and guidance specifications.
- N&W will abide by applicable state and local laws and regulations relating to public health and safety including land subdivision, zoning, and the Uniform Construction Code.
- All design/engineering work will follow: DCNR Trail Development Checklist, the AASHTO Guide for the Development of Bicycle Facilities, 2012 edition; Americans with Disabilities Act and

Accessibility Guidelines (ADAAG) and all current and applicable State and local codes, including applicable codes for Delaware County.

- Design work will be in compliance with the American Society for Testing Materials (ASTM) standards.
- Design standards will be in conformity with SRT, USDA and other regional Trail design guidelines and standard details
- Where applicable, N&W will provide detailed design elements that protect and enhance environmentally sensitive areas, including established trees, gardens, and natural areas that provide wildlife habitat and protect water quality.
- Sustainable design and green infrastructure are considered and made a part of our designs and process wherever feasible. N&W has significant green stormwater design experience.

Preliminary Trail Alignment Drawings

Working from the existing conceptual trail alignment drawings, N&W will develop a preliminary trail alignment, including any alternative alignments that may be considered appropriate to enhance the end-user experience once the trail is completed.

N&W will prepare plan and profile trail alignment documents that depict the following:

- Primary trail alignment and any alternative proposed routes will be identified and described.
- All features, uses and structures proposed for the trail site will be drawn to scale and identified by name and/or description and shown in their exact proposed location, including all existing features, uses and structures that are to remain on the site(s).
- All roadways, driveways, trails and walkways will be clearly identified and will designate the type of proposed surfacing.
- Access control and emergency access points will be designated.
- Any crossings designed will be depicted with markings, signage, etc.
- Any planned linkages with existing trail segments will be shown.
- Opportunities for interpretation of natural and/or cultural resources will be identified.
- The following additional items and information will be shown on the drawings:
 - All uses, facilities and structures including utilities, retaining and stormwater structures, culverts, that are proposed or will remain on the site for the trail area
 - Proposed access roads, service drives, parking, trails, ramps, paths and bridges indicating ADA compliance
 - Notations and legends necessary to fully explain the size, type and location of any existing or proposed use, feature, or facility
 - Proposed grading with spot elevations at 10' intervals and cross sections as needed
 - Standard construction details for roads, drives, trails, parking, ramps, signage, etc.
 - Center line of trail with 25', 50' and 100' distance designations, bearings & distances, etc.
 - Size and type of proposed easement for trail, as needed
- The N&W team will provide consideration for ADA compliance and access as well as Other Power-Driven Mobility Devices.

- The N&W team will prepare graphic renderings of the final design solution that has been developed with Delaware County and other stakeholders. The plan will be prepared in a graphic format suitable for public presentation. All relevant comments will be incorporated in the plan and all proposed trail corridors will be identified and shown on this final plan.
- N&W will prepare plans, details and a stormwater management report for all proposed drainage infrastructure, including culvert(s), catch basins, inlets, drain tile, swales, infiltration areas, rain gardens, bio-swales, retention areas, etc.
- N&W will depict any site control structures, including fences, walls, gates, etc. Details associated with these items will be included in both plan and specification format.
- Signage types and locations will be depicted on the plans and specified for installation.
- Landscaping/vegetation types and locations will be detailed and a specific plant list containing common and botanical names will be provided.
- The plans will illustrate designs for screening the trail or other facilities from adjoining properties as necessary. The screening effort must also be balanced with security reviews and clear sight views of the trail.
- If any elements of the design are to be phased, these will be described, and the phasing plan will be prepared.

Field Stake Preferred Trail Alignment

N&W will use the preliminary trail alignment drawings to locate the proposed alignment in the field by placing survey flags and stakes to depict the preferred centerline. Our team has found that by field locating the alignment, walking it with stakeholders and confirming the acceptance of the location, we can then field survey the location for bearings and distances and develop preliminary plans based upon an agreed-upon trail alignment. This form of “reverse engineering” is extremely effective at improving outcomes, costs and aesthetics of the trail project.

Relevant/Adjoining Property Owners and Acquisition/Easement Options

N&W will work with the County and Borough to assist in completing the following related tasks.

1. Determine the ownership status of the potential path/trail alignment(s).
2. Develop strategy for approaching property owners for one-on-one meetings and group presentations (Zoom).
3. Determine the required level of title search activity for each parcel.
4. Review easements, agreements, deed restrictions and zoning to determine any impediments to a trail.
5. Identify any driveway access management conflicts with existing residential driveways and define resolutions/designs for all conflicts.
6. Develop a cooperative agreement or Memorandum of Understanding (MOU) to be signed by all involved parties outlining roles and responsibilities, etc. and willingness to participate in the project.

Potential Permits/Clearances

The N&W design and environmental team will review all aspects of the proposed trail segment. This assessment will include a comprehensive listing of anticipated permits, permit application requirements, jurisdictional determinations, costs and timeframes for permit acquisitions. Those permits currently considered applicable to the project include, but are not limited to:

PennDOT Environmental Clearances

The N&W team will complete the scoping and evaluation documentation in the CE/EA Expert System.

E&S Plans, NPDES Applications/Permits

The N&W team will prepare the required erosion and sedimentation control plans, details, reports and sequence of construction necessary for the project trail segments in order to secure the required NPDES permit (if required) and/or other site related permits needed to construct the project. This will include any NPDES permits and any associated stream crossing (bridges), wetlands disturbance and/or mitigation permits which will be submitted to the appropriate local municipality, Delaware County Conservation District, PA DEP, or U.S. Army corps of Engineers for review and approval.

Utility Clearances

N&W will coordinate with Utilities in the project area per a PA One Call. 4181- UC forms will be completed by the Utility companies and N&W will use the information from the 4181s to complete a D-419 form and will work to secure all needed clearances for the project.

Right of Way Clearances

N&W will prepare a ROW plan set as needed for submission to PennDOT for plan formatting (DM-3 ROW). Coordination with property owners will be handled by the County and Borough but N&W will create the ROW plan and update it per coordination with property owner(s). If all ROW is in the public ROW (municipal or State) then a certificate can be signed confirming this by N&W.

Development (construction) Cost Opinions

N&W will provide, broken down by construction task, a detailed opinion of construction cost for the development of the proposed areas and facilities. The cost opinion will include:

- Itemized Construction Items, Materials and Labor Cost (Hard Costs);
- Other Professional Services (Soft Costs) needed to move forward with detailed aspects of the project;
- A Contingency of at least 10% of the Construction Opinion of Cost;

The Opinion of Cost will be provided in a DCNR format suitable to determine individual costs for specific elements of the plan and current unit costs based upon 2022 construction estimating data specific to the region of Delaware County. N&W will meet with the County staff to review and

establish the desired format for all costing information. The format will then be used through the duration of the project.

N&W will note any design exceptions to AASHTO and ADA guidelines and detail any requests for additional studies and/or tasks which were not included in the original scope of work.

Outline Specifications

N&W will prepare Outline Specifications using the Construction Specifiers institute (CSI) format specification sections. N&W will look to Delaware County for standard Front End Section Documents. The outline Specifications will serve as the initial organizational structure for the technical documents that will follow at other stages of design development.

Design Development Plan and Document Preparation

Following review of the Preliminary Trail Alignment Drawings submission, N&W will work to finalize the trail alignment drawings, reflecting the final proposed long-term, full development of the trail area. N&W will incorporate ALL review comments from the preliminary submission.

N&W will work with the Delaware County Planning Commission Staff on the preparation of bidding documents for the project. N&W will prepare all plans and written specifications necessary to provide a clear, concise and comprehensive set of documents suitable for agency reviews, permitting, competitive bidding and in compliance with County and local requirements.

A series of plans will be prepared that transition the preliminary design into the construction documents. The Design Development Plans will include, but are not limited to the following:

- Title Sheet
- General Note Sheets
- Existing Condition, Utility and Right-of-way Plan Sheets
- Demolition, Clearing, Staging and Limits of Contract Plans
- Layout and Grading Plan Sheets
- Typical Trail Cross-sections and Centerline Profiles
- Detail Sheets
- Signing & Pavement Marking Plans
- Culvert and Stormwater Profiles
- Intersection Detail and Enlargement Sheets
- Traffic and Pedestrian Control Plans
- Signing and Pavement Marking Plans
- Erosion & Sedimentation Control Plans, Reports and Worksheets
- Stormwater Calculations and Drainage area delineations
- Tabulation of Quantities Sheets

The N&W team will also develop frontend and technical specification sections from the outline format at the preliminary submission stage into more formal and comprehensive CSI specifications for bidding.

N&W will refine the conceptual cost opinion into a detailed bid tabulation sheet with specific quantities and unit costs in order to confirm the project budget and assist the county staff in defining priorities and funding matches for implementation.

N&W will submit all documents for Delaware County staff review and comment. We will meet with the County staff to review the project and confirm priorities, budget, and funding for implementation. N&W will incorporate all staff comments and prepare plans for submission and review by other permitting agencies to include PennDOT District 6, Media Borough, Delaware County Conservation District, etc. All agency pre-application meetings will be scheduled, and the outcomes of those meetings recorded in minutes and plans revised as needed to address review comments prior to final application submissions.

Public Meeting

N&W will work with Delaware County and Media Borough to schedule a public meeting to present near-final complete plans for public engagement. To engage the local community, N&W would recommend that this meeting be held as an Open House event, which could include local food vendors and live music. Input/comments gathered from this meeting will be incorporated into the final design.

Final Deliverable Document Preparation

Final Trail Alignment Drawings

Using feedback obtained from the Design Development submission, N&W will finalize the trail alignment drawings and field stake the alignment for final review and approval by Delaware County Staff. N&W will also use the feedback from all county and agency reviews to refine the construction documents and technical specifications.

N&W will submit plans for review and comment and revise ALL documents in order to incorporate comments and address concerns prior to finalization.

Revised Itemized Cost Opinions

N&W will continue to mature the cost opinions on a regular basis throughout the duration of the project and the revised itemized cost opinions will be submitted with the final submission, including:

- Permitting Application costs
- Professional Services and Inspection Cost (Soft Costs) needed to move forward the project into construction;
- Itemized Construction Items, Materials and Labor Cost (Hard Costs);
- A Contingency of at least 10% of the Construction Opinion of Cost;
- If necessary, N&W will prepare a phased Capital Improvement Plan for the project.

N&W will revise the design documents based upon feedback from the Design Development submission review and complete all plans, perspectives, materials selections, etc. in order to secure Delaware County Conservation District Approvals, PennDOT District approvals, as well as Media Borough approvals in order to solicit bids for constructing the project.

N&W will work with the Delaware County Planning Commission staff to finalize the detailed legal front-end section to the written specifications for the project. The front-end section will be combined with the other technical specifications to form the final project manual for bidding. N&W will work with the county staff to secure all wage rate determinations needed for inclusion in the bid documents, as well as the specific DRAFT contract, non-collusion and bid forms.

Revised Itemized Cost Opinions

N&W will provide a final cost opinion based upon any feedback from the 60% submission meeting, and upon prevailing wage rates for Delaware County. The costing information will be provided in a standard PennDOT Bid Tabulation Sheet format as well as in a DCNR spreadsheet and in Excel and Word document formats.

Preparation of Bid/Construction Documents

Construction Documents

N&W will provide a “construction-ready bid set of documents” for Delaware County to use to solicit bids from qualified contractors. The construction plans will include the following:

- Drawing sets will include: Title Sheet, General Note Sheet, Index Sheet, Existing Conditions, Demolition and Clearing, Easements and Right-of-Ways, Traffic Control M&P, Demolition, Layout, Grading, Utility Profiles, Erosion & Sedimentation Control Plans and Note Sheets, Signing and Pavement Marking Plans, Tabulation Sheets, Details and Reports, as specified previously in the Design Development submission section of the proposal.
- N&W will prepare plans, details and stormwater management reports for any proposed drainage infrastructure.

Final Deliverable Products

N&W will incorporate ALL comments from public meeting, County, Borough, and all permitting agencies in order to provide a final set of plans and specifications. Our deliverables shall include, but are not limited to, the following items:

- **Final Trail Alignment Drawing(s)**
- **Final Approved Permit Drawings**
- **Final Construction Drawings**
- **Final Construction Cost Opinions**
- **Final Technical Specifications**

All work shall become the property of Delaware County and N&W will submit electronic files in **AutoCAD**'s most recent version as well as **PDF** files of ALL project documents.

Construction Consultation

Bidding and Award

Once the design documents are complete, the N&W team will work with the County by putting the plan/specifications (as supplied by N&W) out for bid on ECMS.

- a. N&W will prepare all documents and advertisements for bidding. Our team will schedule a pre-bid conference in order to present to contractors the total scope of the project, administrative requirements and to answer questions and respond to RFI's.
- b. The N&W team will prepare any necessary clarifications and bid addenda following the pre-bid conference.
- c. Following the pre-bid conference our team will provide written answers to all questions submitted during the bidding process.
- d. Once bids are received, our team will work with the County to evaluate the bids and provide a bid tabulation sheet and a written recommendation for consideration by the Board and issuance of a "Notice to Award" letter and "Notice to Proceed".
- e. The N&W team will work to assist in the preparation of a contract between the County and the selected contractor.

The N&W team will assist in holding a pre-construction conference with the successful bidder to review and discuss the project schedule and safety requirements.

Construction Phase Services

Site Visits

N&W will make weekly site visits as may be necessary to be familiar with the progress and quality of the work and to determine, in general, that the work is proceeding in accordance with the contract documents. On the basis of such on-site observations, N&W will take the appropriate steps identify defects and deficiencies in the work of the contractor. N&W will not be required to make exhaustive or full-time observation to check the quality or quantity of the work, but shall make as many observations as may be reasonably required to fulfill its obligation to the City. Periodic visits shall be made not less than once every two weeks. The N&W team will provide bi-weekly progress reports and assist with monthly job conferences.

Change Orders

N&W will review, sign, and verify the validity of all change orders and payment applications.

- As the project moves into construction, the N&W team will assist in responding to requests for information (RFI's) from the contractor.
- The N&W team will review and comment on any change-orders requested by the contractor.
- The N&W team will provide review and recommendations on all payment applications made by the contractor for changes.

Shop Drawings

N&W will review and approve shop drawings, samples, and other submissions of the contractors, as well as work performed by the contractors in conformance with the final design plans for the project and for compliance with contract documents.

Clarification

N&W will make all interpretations of requirements in the contract document and shall prepare any necessary amendments of supplementary instructions. The N&W team will prepare the final punch list of the items to be remedied by the contractor prior to issuance of final payment.

Record Drawings

N&W will prepare as-built drawings based on the marked-up contract drawings and any supplementary post design drawings. The selected contractor will supply N&W with a marked-up set of prints of the contract drawings indicating adjustments and/or changes made during construction. N&W will correct the drawings to as-built conditions based on the marked-up prints and revisions made during the course of construction. The N&W team will prepare record (as-built) drawings at the completion of construction and provide a digital copy of all as-built drawings.

3.0 WORK SCHEDULE

Navarro & Wright Consulting Engineers, Inc. (N&W) has included our anticipated Gantt-style schedule for this project on the following page. The schedule for the project would be finalized at the kick-off meeting. N&W anticipates submitting applications for permits and clearances as early as practicable, but is not responsible for delays arising from regulatory reviews.

MEDIA-SMEDLEY CONNECTOR TRAIL PHASE I – FINAL DESIGN PROJECT SCHEDULE

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Project Completion	
Field Walk/Site Survey/Utility Identification	▶										
Base Plan Preparation		▶									
Preliminary Trail Alignment Drawings		▶									
Easement Assessment/Acquisition		▶									
Permits and Clearances	▶										
Cost Opinions		▶									
Develop Specifications			▶								
Design Development Plan and Document Preparation			▶								
Final Deliverable Document Preparation						▶					
Preparation of Bid/Construction Documents								▶			
Construction Consultation									▶		
Team/Public Meetings	◆ Kickoff Meeting	◆	◆	◆	◆	◆ Public Meeting	◆	◆	◆ Deliverables to County	◆ Project Completion	

4.0 COST

Navarro & Wright Consulting Engineers, Inc. (N&W) has provided our hours and costs per task within the matrix on the following page. Our hourly fee schedule is provided below.

N&W will bill monthly for the work completed within the previous 30 days. N&W does not charge for reimbursables.

Contract price: \$159,160.00

NAVARRO & WRIGHT CONSULTING ENGINEERS, INC.
 SCHEDULE OF HOURLY RATES AND CHARGES
 FOR PROFESSIONAL SERVICES FOR
Media-Smedley Connector Trail Phase I Final Design
Calendar Year 2022

I. Compensation for Personnel shall be in accordance with the following hourly rates:

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$190.00
Senior Project Engineer, SRPE	\$170.00
Project Manager/Professional Geologist	\$150.00
Senior Professional Surveyor	\$145.00
Geomorphologist	\$140.00
Professional Engineer	\$150.00
Professional Surveyor	\$130.00
Senior Archaeologist/Architectural Historian	\$105.00
Staff Professional/Specialist	\$100.00
Senior Technician	\$135.00
Drilling Inspector	\$90.00
CADD Technician	\$100.00
Technician	\$75.00
Two Man Survey Crew	\$155.00
One Man Survey w/Automated Equip.	\$110.00

SITE-CIVIL																	
Client Name:		Delaware County				N&W Marketing No.:		P2022211									
Site Name:		Media-Smedley Connector Trail Phase I Final Design				Prepared by:		cmh & cwb									
Site Location:		Delaware County, PA				Date:		5/11/2022 Revised: 5/23/2022									
Hours																	
Task	Principal	Senior Project Engineer	PM/PG	Sr. Prof. Survey	RLA	PE	PLS	Sr Archaeol/ Arch Hist	Staff Prof./ Specialist	Sr. Tech	Drill Insp	CADD Tech	Tech	Two Man Surv Crew	One Man Surv w/auto equip	Total Hours	Price
Project Coordination/Meetings/Reviews		12			60				4							76	\$10,840.00
Survey/ROW/Utility Coordination				80			24					40		40		184	\$24,920.00
Base Plan Preparation					8		16					40				64	\$7,200.00
Preliminary Trail Alignment Drawings					40	32				56		120				248	\$29,960.00
Right of Way / Easement Plans							16			24		60				100	\$11,320.00
PennDOT Permitting/Clearances				16				40	40			40	16			152	\$15,720.00
Cost Opinions		4			12				40			24				80	\$8,760.00
Outline Specifications		4			8				8							20	\$2,600.00
Design Development Plan and Document Preparation		8			16					40		16				80	\$10,600.00
Final Deliverable Document Preparation		4			16					32		8				60	\$8,040.00
Preparation of Bid/Construction Documents		8			16					16		8				48	\$6,560.00
Construction Consultation		8			8				24							40	\$4,880.00
Site Visits		8			40				16							64	\$8,560.00
RFIs/Change Orders		8			8				16							32	\$4,080.00
Record Drawing Preparation					8				16			24				48	\$5,120.00
																0	\$0.00
																0	\$0.00
Total	0	64	0	96	240	32	56	40	164	168	0	380	16	40	0	1296	\$159,160.00
TOTAL MAN HOURS FOR SITE-CIVIL														1296 HOURS			
TOTAL LABOR														\$159,160.00			
Item	Per Diem		Mileage		Hotels				Lump sum		Description	Price					
	\$per day	# of days	Miles/trip	# of trips	Site miles	\$/mile	\$/per night	# of nights	\$								
Expenses																	
Expenses						\$0.57					\$0.00						
#REF!											\$0.00						
#REF!											\$0.00						
expenses											\$0.00						
ExpensesTotal	^-----										\$0.00						
Preliminary Design Development PhaseExpenses																	
Sewage Planning Mailer/PNDI expenses											\$0.00						
#REF!											\$0.00						
Security Estimate expenses											\$0.00						
expenses											\$0.00						
Preliminary Design Development PhaseExpensesTotal	^-----										\$0.00						
Construction Documents PhaseExpenses																	
Finalize Construction Plans expenses											\$0.00						
Finalize Construction Details expenses											\$0.00						
#REF!											\$0.00						
Attend Design Mtg Every 2 Weeks (8) expenses											\$0.00						
Construction Documents PhaseExpensesTotal	^-----										\$0.00						
Bid/Award AssistanceExpenses																	
Site Meetings (\$0.00						
#REF!											\$0.00						
#REF!											\$0.00						
expenses											\$0.00						
Bid/Award AssistanceExpensesTotal	^-----										\$0.00						
TOTAL EXPENSES											\$0.00						
TOTAL FOR SITE-CIVIL											\$159,160.00						

APPENDIX A

Resumes



Craig W. Bachik, R.L.A., ASLA

Senior Landscape Architect/Project Manager

EDUCATION:

B.S./Landscape Architecture, The Pennsylvania State University, 1982

REGISTRATION:

Pennsylvania Registered Landscape Architect, No. LA-000850-E, 1986, Exp. 05/31/19

EXPERIENCE:

Years with Navarro & Wright: 7 Years with other firms: 33

General Qualifications:

Mr. Bachik has 40 years of experience serving as Project Manager/Designer and Senior Landscape Architect for master planning of urban revitalization strategies, corporate/retail/residential land development projects, streetscape enhancement projects, economic development strategies, detailed construction documents, educational and health care campuses, new community designs and recreation facilities planning, programming and grant consultation, research and preparation.

Mr. Bachik's work experience includes urban site redevelopment programs, LEED focused sustainable urban design and artful storm water management strategies, community parks and recreation facilities, single and multi-family residential developments and corporate business/industrial parks. Having worked with public and private sector clients on multiple Feasibility Studies, Land Use Plans, Streetscape and Economic Development Master Plans, he leads project teams through the analysis and visioning stages of every project, as well as guiding the research and documentation, schematic design, final design, implementation, and financial feasibility phases. He oversees client coordination and is intimately involved with project development and design, project and team management, preparation of graphic perspectives, project presentations and direct communication with the client and any local, state and federal agencies that are involved in projects.

Mr. Bachik has lectured at a variety of conferences related to urban revitalization and redevelopment strategies including the National Historic Preservation Conference, related to lighting design and historic streetscapes, the PA Environmental Council, PA DEP Conferences, PA Downtown Center and the American Society of Landscape Architects.

Mr. Bachik also serves as Director of Operations for the Bread of Life Outreach, a Perry County based non-profit organization, focused on feeding those in need and mentoring low-income individuals in Central PA. His leadership work includes a variety of programming, event and logistical coordination and under his watch the BOLO organization received the 2021 Non-Profit of The Year Award from the Perry County Chamber of Commerce.

EXPERIENCE

Delaware & Lehigh Heritage Corridor (Multiple Projects), Wilkes-Barre to Bristol, PA. N&W was the retained engineering firm for the D&L Heritage Corridor organization. Learn and see more about the D&L at www.delawareandlehigh.org. As such, Mr. Bachik headed up a multi-disciplinary team working on a variety of D&L Trail projects ranging from site analysis and feasibility studies to preliminary and final construction documents for trails segments. His work includes the following:

- The D&L Canal Park and Canal Assessment Project
- The Mountaintop to Oliver Mills Trail
- The Johnson Street to Black Diamond Trail Feasibility Study

Craig W. Bachik, R.L.A.

18W Bicycle Pedestrian Safety Trail, City of Reading, Berks County, PA. The project consisted of a corridor master plan design and Phase 1 Construction and bidding documents for a uniquely artistic central boulevard bike and pedestrian path. The trail traverses through the existing median in the 18th Ward District on Hancock and East Wyomissing Boulevards. This project was recommended in the 18th Ward Area Comprehensive Plan and will allow this corridor to safely serve pedestrians and cyclists traveling to residences, schools, and businesses in the surrounding community. Mr. Bachik coordinated with the City engineering staff, Mayors office, public works, the Reading Housing Authority and The 18th Wonder Business Association as well as the Berks Area Regional Transportation Authority (BARTA) to manage the project design including preparation of schematic, preliminary and final design plans and specifications, permitting, itemized cost opinions, construction/bid documents, and construction phase services for the circuitous path, new median islands, new concrete curbs and ADA-compliant ramps, multiple pocket parks, and a grand entry design welcoming all into the site. N&W is providing on-going construction inspection services for the first phase and the project is moving into the trail and amenities design phase.

Pike 2 Bike Master Plan Update, Bedford and Fulton Counties, PA. Serving as Project Manager for this high-profile master planning effort to create an 8.5-mile destination trail from a portion of the abandoned Pennsylvania Turnpike, including the Rays Hill and Sideling Hill tunnels. Requires coordination between two counties, the Southern Alleghenies Conservancy, the steering committee and numerous other groups including the Pennsylvania Governor's Office. Providing facilitation to create the Bedford-Fulton Joint Recreation Authority and oversight of tunnel rehabilitation, lighting, trail, trailhead, and amenities design, as well as directing the required civil engineering, grant-writing and marketing tasks needed to bring this destination trail amenity to fruition.

Tri-County Trails Engineering/Design, Pottstown, PA. Serving as Project Manager in this project, recently awarded by the Pottstown Area Regional Recreation Committee (PARRC), to provide preliminary design/engineering services for four (4) trail segments in Montgomery, Chester, and Berks Counties. Services include: site survey; wetlands delineation; cultural resource assessment; determination of trail alignments and design of trail amenities, such as pedestrian bridges and parking areas; and preparation of cost estimates. Mr. Bachik will also coordinate with local municipalities, the Pottsgrove School District, PennDOT District 5.0 and 6.0, the Colebrook Dale Railroad and Berks County Redevelopment Authority, and other stakeholder groups to gain buy-in for the project as well as work to identify mutually-beneficial funding opportunities for construction of the trail segments.

Wind Gap Park Trail, Borough of Wind Gap, PA – Project manager for planning and design of a multi-use trail in and around Wind Gap Borough Park. Team analyzed the existing park and environs and worked with the Borough and stakeholders to develop three (3) conceptual trail alignments. Feedback from a community survey and virtual meetings was assimilated to select and refine the final design and mature that into final engineering plans and construction drawings and specifications. A phasing plan and construction cost opinions were also developed so the Borough could selectively combine elements of the design to meet their budgetary requirements. Project is currently in construction, and the team is assisting the Borough with grant applications for additional funding.

Black Rock Sanctuary Trailhead, Phoenixville Borough, Chester County, PA. Serving as Project Manager in designing and engineering a new trailhead facility, an ADA-accessible multi-use trail connecting the existing Black Rock Sanctuary Loop Trail and Phoenix Iron Canal Trails Association (PICTA) Trail, and two (2) canoe/kayak portage ramps on the Schuylkill River. Managing site/civil engineering design, landscape architectural design, permitting, and demolition of existing residence on the site.

Capital Area Greenbelt, City of Harrisburg, Dauphin County, PA. Feasibility study and master plan of a 20-mile lineal greenway originally envisioned by landscape architect Warren Manning in 1890. Interviewed for and incorporated special user needs, an education center for the visually impaired, identified historic elements for restoration. Prepared construction documents for the \$500,000 first phase construction/restoration.



Gregory J. Gress, P.L.S.

Survey Manager - East

EDUCATION:

Business Law – General Studies, Drexel University, 2001
 Certified Survey Technician, Pennsylvania Institute of Technology, 2004
 Minor Engineering, Community College of Baltimore City, 2021

REGISTRATION:

Professional Land Surveyor:
 Pennsylvania, No. SU075275, 2010, Exp. 9/30/23
 Delaware, No. S6-0000839, 2019, Exp. 06/30/2023

CERTIFICATION:

Certified Survey Technician – National Certification through ACSM and NSPS
 Minor Engineering Certificate – Stormwater Design

EXPERIENCE:

Years with Navarro & Wright: 3 Years with other firms: 19

General Qualifications:

Mr. Gress is a Survey Manager with 22 years of experience in multiple disciplines within the survey profession ranging from minor property boundary surveys to large government entity projects including, but not limited to, Department of Defense, Pennsylvania Turnpike Commission, and Pennsylvania Department of Transportation. Work efforts included various technological aspects including GPS, Robotics, 3D scanning technology, aerial photogrammetry, and drone topography. He has AutoCAD experience for processing and finalizing field data, ultimately aiding in plan production for preliminary design plans, right-of-way plans, boundary determinations, as-built plans, ALTA plans, and various other survey functions requiring drafting and final delivery of field functions. He has operated as a department manager for multiple crews and support staff to facilitate survey work for engineering companies as well as employed by a large contractor as their licensed surveyor responsible for large construction projects spanning multiple disciplines.

EXPERIENCE

Montgomery County Rails to Trails, Montgomery County, PA. Ran a traverse for a boundary of a three-mile portion of the Perkiomen Trail right-of-way for Montgomery County. The project was a portion of a 16-mile venture by the county, which needed to successfully tie into the work of other surveyors.

SR 2006-476 – E01930, Delaware County, PA. The project was for final design plans, specs and estimate for improvements to ramps and intersections at the SR 2006 MacDade Boulevard interchange with I-476 in Ridley Township, Delaware County. Two ramps and one signalized intersection were to be modified, one new access point to MacDade Boulevard would become a signalized intersection, one bridge would be widened and a new pedestrian bridge added. Work limits on MacDade Boulevard extend from Fairview Road to just east of the I-476 overpass, a distance of 1900'. Greg was the Survey Manager overseeing field work and CAD staff.

476 HSR/I-95 Travel Management – E04325, Delaware County, PA. The project was tasked with implementing travel management strategies along I-476 from US 30 to I-95, I-95 from Stewart Avenue to US 322, and parallel/intersecting corridors in Delaware County. Services includes survey support for ground surveying of roadways, utilities, and environmental functions. The survey portion of this contract is

Gregory J. Gress, P.L.S.

currently at \$250,000 of which Greg is performing as the Survey Manager in charge of all survey tasks, both field and office.

S.R. 2013 section P3C, PennDOT District 6-0, Montgomery County, PA. Improvements to Lincoln Hwy. and the total reconstruction of the culvert over the east branch of Queen Anne Creek. Lead surveyor responsible for all survey functions of the project.

S.R. 2037 Section 000 (P3), PennDOT District 6-0, Bucks County, PA. Improvement's to Philmont Ave. and the total reconstruction of the bridge over Huntingdon Valley Creek. Lead surveyor responsible for all survey functions of the project.

S.R. 3044 section 000 (P3), PennDOT District 6-0, Montgomery County, PA. Improvement's to Wynnwood Rd and the total reconstruction of the culvert over a branch of Indian Creek. Lead surveyor responsible for all survey functions of the project.

Replacement of Bridge DB-244, PA Turnpike Commission District 4, Bucks County, PA Contract T-355.00P002-3-04. Improvements to Bensalem interchange and the replacement of the bridge carrying traffic from the interchange over the Turnpike. Multiple ramp realignments and concrete paving. Lead surveyor responsible for all survey functions of the project.

Replacement of Bridge NB-165 (S-34725), PA Turnpike Commission District 4, Montgomery County. Improvements to Harleysville Pike (SR0113) and Turnpike and the replacement of a two-span bridge over mainline. Lead surveyor responsible for all survey functions of the project.

Reconstruction of Roadway and Bridges Milepost 25.67-31.34 Northeast Extension, PA Turnpike Commission District 4,5 Montgomery County Contract A-020.00T002-3-07. The project was approximately six miles of total reconstruction of mainline that widened each direction from two lanes to three, with full width shoulders with a contract amount of 196 million dollars. It included eight multi-span bridges, hundreds of feet of retaining walls and miles of MSE, sound, and soil nail walls. The projects contained over twenty new detention ponds and all associated drainage was replaced supporting the highway and surrounding roadways. Multiple EZ-Pass ramps were added to help facilitate growing traffic concerns in the Lansdale area. Lead surveyor responsible for all survey functions of the project.

City of Philadelphia, GES 2020530 Open End General Engineering The project is an Open End Architectural and Engineering effort to provide planning, scheduling, organizing, and controlling of resources to advance various projects for the City of Philadelphia Work Order consisted of eight intersections to be designed for ADA improvements along Germantown Ave, in the Mt. Airy Section. Greg was the Survey Manager overseeing all aspects of survey involvement.

2105SV088 Markley ST Monitoring. This project involves the reconstruction and widening of Markley Street (SR 3020) from south of Main Street to Elm Street, replacement of two bridges over Stony Creek with a single bridge, rehabilitation of the Markley Street/Elm Street stone arch bridge over Stony Creek, widening and reconstruction of Main Street (municipal road) between Water Street and Barbadoes Street, streetscaping on Main Street, widening of Marshall Street (municipal road) between Corson Street and Markley Street, railroad grade crossings upgrades at Main Street and Marshall Street including new gates and signals and new traffic signals at three intersections. A large bridge on Markley St. was directly adjacent to the existing SEPTA tracks and bridge carrying commuters along the rail. N&W surveyors provided track monitoring work with non-contact measurement to ensure track stability for a safe work environment for all contractors on site. Greg was the Survey Manager overseeing all survey operations and reporting.



Tyler S. Moyer, P.E., C.B.S.I.

Senior Highway Engineer, Director of Transportation - East

EDUCATION:

B.S. /Civil Engineering, Pennsylvania State University, 2008

REGISTRATION:

Professional Engineer - Pennsylvania, #PE081183; Delaware, #25048, Maryland, #561650, 2020

CERTIFICATION:

PennDOT Certified Bridge Safety Inspector, 2015

EXPERIENCE:

Years with Navarro & Wright: 1 Years with other firms: 12

General Qualifications:

Mr. Moyer has 13 years of prior experience as Project Manager of a Prime Consultant and understands the PennDOT bridge replacement process and issues that could arise. Mr. Moyer is also a Senior Highway Project Engineer responsible for management and design of Highway tasks including, Roadway Design, E&S Plans, Traffic Control, Utility Engineering, Pavement Design, Construction Plans development, and Final Contract Document preparation. Mr. Moyer monitors tasks, scopes, schedules, and budgets for projects in the Transportation Department and maintains communication with clients and PennDOT staff. Mr. Moyer is a licensed Professional Engineer in Pennsylvania, as well as a PennDOT-Certified Bridge Safety Inspector. This experience as a Bridge Safety Inspector gives him a more critical perspective regarding work quality and completion.

EXPERIENCE

S.R. 2019, Section 017, Intersection Improvement, Dauphin County, PA, PennDOT District 8-0. Project was an intersection improvement that consisted of approach realignments, a new traffic signal, a stream relocation, and 3 structure replacements. Mr. Moyer served as project manager and lead highway engineer during Final Design and was responsible for the plan development, NPDES and JPA permitting, utility coordination, and assembling final contract documents for bidding.

S.R. 0081-511, Roadway Reconstruction, Susquehanna County, PA, PennDOT District 4-0. The project involved reconstruction of 4 miles of I-81 in Susquehanna County. Served as N&W's Agreement Project Manager. Performed Utility Coordination services including review and identification of utility impacts, preparation of utility agreement files, and review of utility relocation plans.

S.R. 1010, Section 03B and S.R. 3010, Section 01B, Structure Replacements, Berks County, PA, PennDOT District 5-0. Projects consisted of a bridge replacement on S.R. 3010 and a box culvert replacement with drainage and superelevation improvements on S.R. 1010. Mr. Moyer served as highway engineer and his responsibilities included roadway design, utility coordination, right-of-way plans, and specification and estimate development.

PA Turnpike Resurfacing, MP 142-149, Bedford County, Pennsylvania Turnpike Commission. The project involved roadway resurfacing and drainage improvements on the PA Turnpike from MP 142 to 149. Served

Tyler Moyer, P.E., C.B.S.I.

as N&W's Agreement Project Manager. Prepared an Erosion and Sedimentation Pollution Control (ESPC) Plan and performed drainage design at the South Midway Service Plaza EB, Milepost 147.3.

Replacement of 4 structures in Dauphin and Perry Counties, PA, PennDOT District 8-0. Projects consisted of S.R. 0147-014 staged construction bridge replacement, S.R. 0011-081 staged construction superstructure replacement, SR 1010-004 bridge replacement, and S.R. 1023-003 box culvert replacement. Mr. Moyer served as a highway engineer responsible for the roadway and traffic control design and plan development. He also contributed to right-of-way plan development, specification writing, and cost estimates.

Supergroup C Structure Replacements, York, Adams, and Cumberland Counties, PA, PennDOT District 8-0. Projects consisted of 6 box culvert replacements, 2 bridge replacements, 2 superstructure replacements, and 1 stone arch rehabilitation. Mr. Moyer served as highway engineer and his responsibilities included roadway and right-of-way design during preliminary engineering.

S.R. 0322, Section 045, Roadway Widening, Dauphin County, PA, PennDOT District 8-0. Project consisted of ½ mile roadway widening to add auxiliary lanes to S.R. 0322 in Derry Township. Included in the project were 5 monotube sign structures and post construction stormwater management facilities. Mr. Moyer served as project manager and lead highway engineer during Final Design and was responsible for the plan development, specification writing, coordination with local stakeholders, NPDES permitting, and assembling final contract documents for bidding.

Supergroup B Structure Replacements, Lebanon County, PA, PennDOT District 8-0. Projects consisted of 1 superstructure replacement, 3 single span bridge replacements. Traffic control utilized a temporary roadway and staged construction for 2 of the bridge replacements. Mr. Moyer served as lead highway engineer and responsibilities included roadway design, QA reviews, specification writing, and assembling documents for bid packages.

S.R. 0944, Section 021, Superstructure Replacement, Cumberland County, PA, PennDOT District 8-0. Project was a superstructure replacement with a temporary roadway for traffic control. Mr. Moyer served as project manager and lead highway engineer and was responsible for the plan development, design of a temporary roadway, and assembling final contract documents for bidding. (Previous, E03487 OE)

S.R. 1021, Section A02 and S.R. 2001, Section A01, Bridge Replacements, Potter County, PA, PennDOT District 2-0. Projects consisted of 2 structure replacements, one integral abutment bridge and one GRS abutment bridge. Mr. Moyer served as a highway engineer and was responsible for the roadway and traffic control design and plan development. He also contributed to right-of-way plan development, specification writing, and cost estimates.

S.R. 0153, Section 259, Roadway Betterment, Clearfield County, PA, PennDOT District 2-0. A 4.2-mile corridor betterment project consisting of 2 staged box culvert replacements, roadway widening, super elevation improvements, addition of turning lanes, and drainage upgrades. Mr. Moyer's responsibilities included preliminary culvert design, analysis of existing roadway sight distances and superelevations, design of roadway widening and superelevation improvements, and right-of-way plans, and PS&E package development.



Robert C. Kolmansberger

Director of Environmental Services/Senior Acoustical Scientist

EDUCATION:

B.A./Geography/Environmental Planning, Bloomsburg University, 1991

TRAINING:

USDOT FHWA, Transportation/Air Quality Fundamentals (AQ101), 2015
 EPA, Draft Motor Vehicle Emission Simulator (MOVES) Training Course, 2009

Harris Miller Miller & Hanson, Inc., Advanced Training Course: FHWA Traffic Noise Model, 2005.

Harris Miller Miller & Hanson, Inc., Air Port Noise Office Management and Integrated Noise Model (INM) Training Course, 2000.

University of Central Florida, Modeling of Mobile Source Air Quality Impacts, 2000.

Bowlby & Associates, FHWA Traffic Noise Model (TNM) 1.0 Course, 1998.

Trinity Consultants, Inc., Fundamentals of Dispersion and Computer Modeling, 1993.

Vanderbilt University, Adv. Traffic Noise Modeling, STAMINA2.0/OPTIMA, 1992.

Penn State University, Certified Air Quality Visible Emissions Evaluation, 1992.

EXPERIENCE:

Years with Navarro & Wright: 13 Years with other firms: 17

General Qualifications:

Mr. Kolmansberger has 30 years of experience and currently serves as N&W's Director of Environmental Services, providing project and personnel management to a group of 21 full and part-time Environmental, Acoustical, Air Quality, and GIS Scientists/Engineers/Technicians, as well as Ornithologists, Archaeologists, Architectural Historians, and Geomorphologists. In this capacity, Mr. Kolmansberger serves as a project manager for environmental-related projects and is responsible for the daily functioning and productivity of the group, including technical and financial planning, staff and backlog management, marketing and proposal preparation, and the overall implementation of Departmental and Corporate Goals.

EXPERIENCE

S.R. 0476, Section HSR and I-95, Section CNA Travel Management Project (E04325), Delaware County, Pennsylvania, PennDOT District 6-0, Planning Study and Preliminary design highway noise analysis and mitigation analysis; Ongoing analysis of the preliminary engineering traffic noise analysis and mitigation design for the communities located within the 16-mile long project area in a highly developed and densely populated corridor of suburban Philadelphia. Study includes noise monitoring at 65 locations and development of TNM 2.5 noise model, as well as evaluation of preliminary barrier concepts along the I-95, Section CNA.

Open End for Various Engineering Services for BOPD, PennDOT Bureau of Design E04936 and E05142. Project involves assistance with project development and policy related assignments associated with PennDOT's transportation project development process. Specific role included Policy Development,

Robert C. Kolmansberger

Technical Assistance, and Document Review for air quality and noise-related activities for PennDOT Central Office, Bureau of Design, Environmental Policy and Development Section (EPDS). Serving as Project Manager and Air Quality and Acoustical Scientist for project.

Open End for Various Engineering Services for BOPD \$0.5M, PennDOT Bureau of Design E04203. Project involves assistance with project development and policy related assignments associated with PennDOT's transportation project development process. Specific role included Policy Development, Technical Assistance, and Document Review for air quality and noise-related activities for PennDOT Central Office, Bureau of Design, Environmental Policy and Development Section (EPDS). Served as Project Manager and Air Quality and Acoustical Scientist for project.

Open End/Non-Project Specific Management of Design Activities – Environmental Unit, PennDOT Bureau of Design (E02887). Project involves assistance with project development and policy related assignments associated with PennDOT's transportation project development process. Specific role included Policy Development, Technical Assistance, and Document Review for air quality and noise-related activities for PennDOT Central Office, Bureau of Design, Environmental Policy and Development Section (EPDS). Served as Project Manager Air Quality and Acoustical Scientist for project.

S.R. 0015 Section 044 (Blue Gray Highway) Reconstruction Project, York County, Pennsylvania, PennDOT District 8-0, Planning Phase Technical Noise Analysis; Performed a land use analysis of the communities located within the project area to identify the scope of required noise studies and potential mitigation opportunities. Seventeen (17) Noise Sensitive Areas were identified within the 2.7-mile project corridor. This effort is the basis for scoping the project-specific requirements for detailed preliminary and final design noise analyses. Served as Acoustical Scientist for the project.

S.R. 0222/SR 0030 Section 059 Interchange Improvements, Lancaster County, Pennsylvania, PennDOT District 8-0, Preliminary and final design noise analysis and mitigation design for several sections of the project; Noise analysis included TNM 2.5 noise modeling at 173 locations in 15 Noise Sensitive Areas. Five noise barrier systems with a combined length of over 9,600 linear feet were evaluated and recommended for further consideration. The final design phase included a significant public involvement effort with a series of meetings, mailers, and web-based PI forums. Project also included the development of report and acoustical profile for all noise mitigation measures in Section 059. Served as Acoustical Scientist and N&W project manager for the project.

S.R. 0083 Section 078 Eisenhower Interchange Reconstruction Project, Dauphin County, Pennsylvania, PennDOT District 8-0, Preliminary design traffic noise analysis and mitigation design; Noise analysis included TNM 2.5 noise modeling of complex, multi-level interchange and mainline roadway sections. Study included noise modeling of existing and future conditions at 197 locations in 15 Noise Sensitive Areas. Six noise barrier systems with a combined length of over 10,000 linear feet were evaluated, with 5,785 linear feet of barrier recommended for further consideration during the final design phase of the project. Project also included report preparation and NEPA clearance for the project. Served as Project Manager and Acoustical Scientist for the project.

S.R. 3020, Section 297 Freedom Road Improvement Project, Butler County, Pennsylvania, Cranberry Township and PennDOT District 10-0, Preliminary design traffic noise analysis and mitigation evaluation; Noise analysis included TNM 2.5 noise modeling of existing and future conditions at 13 locations. Noise barriers were deemed infeasible due to driveway and local roadway access throughout the study area. Project also included report preparation and NEPA clearance for the project. Served as Acoustical Scientist for the project.

P. Matthew Grapes, P.E.

Project Civil Engineer

EDUCATION:

B.S./Environmental Engineering, The Pennsylvania State University, Harrisburg, PA/2009

REGISTRATION:

Professional Engineer: Pennsylvania, No. PE083093
 Maryland, No. 58498.

EXPERIENCE:

Years with Navarro & Wright: less than 1 Years with other firms: 12

General Qualifications:

Mr. Grapes has 12 years of water resources engineering experience including providing inspection and engineering oversight of water treatment facilities. Extensive experience in preparing various permits and reports for submission to State agencies including, but not limited to, Water Supply Permits, Minor and Major Amendments, and National Pollutant Discharge Elimination System Permits. Well versed in completion of specifications and shop drawing reviews.

EXPERIENCE

Department of Conservation and Natural Resources, Fayette County, PA. Provided land development and permitting services for a state park facilities construction project. Coordinated with the client and the county conservation district to address regulatory comments and obtained NPDES Permit approval.

Department of Conservation and Natural Resources, Lycoming County, PA. Provided site plan design and permitting services for a state park facilities construction project. Developed revised site plans and submitted sewage planning applications. Coordinated with the client, township, and county and state agencies for plan approval.

FedEx Ground, Harrisburg, PA. Provided land development and permitting services for the expansion of a distribution warehouse. Conducted site visits related to changing construction plans. Coordinated with the township and county conservation district to approve revisions to the site layout and erosion controls and obtained NPDES Permit approval.

Commonwealth, Department of General Services, Harrisburg, PA. Provided construction phase services for the Commonwealth's Forum Improvements project. Conducted site visits, prepared permits, and reviewed change orders and shop drawing submittals.

Middletown Borough, Middletown, PA. Provide engineering design services for the Borough's Access and Security project. Coordinated with the client and subconsultants for the design, bidding, and construction of monitoring equipment at multiple Borough properties.

Private Residence, York County, PA. Provided land development and permitting services for the construction of a private residence in Fairview Township. Coordinated with the township and county conservation district to address regulatory comments and obtained NPDES Permit approval.

Matthew Grapes

Suez Water Pennsylvania, Harrisburg, PA. Provided engineering oversight of multiple water treatment plants with capacities ranging from 0.1 to 12 MGD. Prepared various State and Federal permits. Prepared treatment studies and evaluation reports. Support operations personnel. Review of design drawings and specifications.

UV and Chemical Improvements Project, 6th Street Water Treatment Plant (WTP), Dauphin County, PA
Coordinated the design and permitting of a planned UV Building at the 6th St WTP. The project also incorporated chemical system improvements, feed point relocation, and additional water quality monitoring instrumentation. Responsibilities included review of plans, specifications, and permitting submittals with the consulting firm and finalizing site location with regards to local setback regulations, property boundaries, and existing piping and facilities.

Annual Services, Municipal Client (Tamaqua Area Water Authority), Schuylkill County, PA Served as the primary client contact for capital improvements and annual reporting requirements. Specific duties included:

- Completion of annual Consumer Confidence Report and NPDES permit renewals.
- Filter Media Replacement. Responsible for material selection, permitting, development of plans and specifications, and on-site oversight of installation.
- Flowmeter Replacement. Responsible for equipment selection, permitting, development of plans and specifications, and bid phase.

Annual Services, Municipal Client (Ephrata Area Joint Authority), Lancaster County, PA Served as the primary client contact for operational assistance and optimization. Specific duties included:

- Development of the Partnership for Safe Water's Phase III Self-Assessment Report, resulting in recognition by the Partnership.
- Water Treatment Plant Re-Rate Study. Responsibilities include an evaluation of treatment equipment capacity, the development of the full-scale pilot test protocol, and the preparation of the final study results report and permit application. Study resulted in an increase in operating capacity from 1.0 mgd to 1.5 mgd.
- Replacement of instrumentation, chemical system equipment, and ancillary systems as required for maintenance and associated permitting as necessary

Water Treatment Plant Project, Municipal Client (Red Lion Municipal Authority), York County, PA

Evaluation of existing water treatment plant and development of improvement alternatives. Evaluation resulted in the design and construction of a new water treatment plant, with the existing facilities converted into process wastewater treatment units. Specific duties included:

- Evaluation of existing equipment, chemical usage rates, and water quality data.
- Development of treatment alternatives and design of new 4.0 mgd treatment plant.
- Development of the Basis of Design Report and preparation of the Water Supply and NPDES Permits.
- Shop Drawing review.
- Development of Operation & Maintenance Manual.



Jennifer Fullenkamp

Landscape Designer

EDUCATION:

M.S./Landscape Architecture, The Ohio State University, 2018
 B.S./Sustainable Plant Systems, Landscape Design and Management
 Option, The Ohio State University, 2015
 A.S./Applied Science, Horticultural Technologies, Landscape Design Option
 and Nursery Operations

EXPERIENCE:

Years with Navarro & Wright: 3 Years with other firms: 2

General Qualifications:

Jennifer Fullenkamp is a talented landscape architectural designer with a Master’s Degree in Landscape Architecture and has considerable experience in commercial and residential design, with detailed attention to landscape maintenance, as it applies to functional design of public and private spaces. Ms. Fullenkamp’s practical experience attributed to her Master’s degree training includes applied research in recreational facilities, public spaces, parks, trail, sustainable, and memorial designs.

Ms. Fullenkamp has considerable depth and knowledge in practical and aesthetic plant material applications and planting plan design. She brings a unique skillset in designing sustainable, functional, and aesthetically pleasing designs. Other attributes and skills that she brings is software knowledge giving aid in graphical nuances within every design. She also has experience in research and documentation, erosion and sedimentation control assessments, master planning, and interior landscape design installation projects.

Ms. Fullenkamp is a member of the American Society of Landscape Architects (ASLA). She has also taught, as an adjunct professor, a woody plant material course at Clark State Community College that assisted students in learning how to identify trees, shrubs, groundcovers, and grasses and to learn how to properly use plant material in their correct environments.

EXPERIENCE

D&L National Heritage Corridor, Luzerne County, PA. - Ms. Fullenkamp assisted with graphic design and plan/perspective exhibits for The Mountaintop trailhead in Fairview Township. The proposed design establishes a designated trailhead with parking which multifunction’s as parking for the D&L trail network and local events. She also assisted with detailed alignment analysis, cross sections preparation and graphic exhibits for the feasibility study for the Black Diamond Segment of the trail that connects the Black Diamond Trailhead in Wright Township to the Mountaintop trailhead in Fairview Township. The exhibits consist of detailed corridor analysis, demographic information, alignment plans, perspectives, and a photo story board which explores and connects the historical context of the site to the present concept design of the trail on the historical rail bed of the D&L Black Diamond segment.

City of Reading, The 18W Hancock and East Wyomissing Island Project, Berks County, PA.- The project is a unique multi-use trail network, approximately 1.25 miles, that aims to strengthen access and provide connectivity for all ages of pedestrians and cyclists down the center of the corridor from Museum Road to Lancaster Avenue. The corridor improvements are intended to enhance visibility, improve safety, and provide connections between multiple uses, destinations and economic/social diverse neighborhoods and commercial uses. Ms. Fullenkamp assisted as the lead project designer with the entire project from the

Jennifer Fullenkamp

initial design concepts to construction drawings. She aided in the design of graphic plans and section exhibits for the project depicting the circuitous path, critical activity nodes that utilizes unused green spaces turning them into destination pocket parks, and designed a grand entry that welcomes all into the site. Ms. Fullenkamp also assisted in several design iterations developed for the project as well as construction plans for widening and elongating the islands to accommodate the path down the center of the boulevard and therefore creating a shorter and safer crossing distance between each of the island locations. She has also assisted in creating graphics for grant applications for funding. This project was done in a very short time frame. The project was received in July 2020 and by December 2020 the project was out to bid for Phase 1.

Wind Gap Park Trail, Northampton County, PA. – The Wind Gap Borough Park Trail project is designed as a set of trail networks within Wind Gap Park that creates an approximate 1-mile trail loop that is ADA compliant, wide enough to for two-way pedestrian traffic, and creates a destination fitness park for the community and surrounding area. Each trail loop is marked with quarter mile markers to indicate how far a person has walked or ran. The smallest inner loop consists of designed outdoor fitness workout equipment. Ms. Fullenkamp assisted as the lead project designer with the entire project from Master planning to construction phase 1. Ms. Fullenkamp assisted with designing graphic exhibits consisting of an analysis of the site, proposed site plan, sections, perspectives of the existing and proposed conditions for the site, and construction drawing set. This project was done in a very short time frame. The project was received in February and by July the project was out to bid.

Martin Luther King Jr. Memorial, Harrisburg, Dauphin County, PA. - The project site is located along the Capital Area Greenbelt between 19th and 28th street. The project consisted of revitalizing the existing memorial site location by revisiting and enhancing the existing concentric design by providing a new area for visitors to reflect on the memorial and by establishing more sustainable plantings in the design. Ms. Fullenkamp assisted with designing a sustainable planting plan and creating graphic exhibits in plan and perspective for a rehabilitative site design and installation time donated by Rotary International.

Black Rock Sanctuary Trailhead, Phoenixville Borough, Chester County, PA. - The project takes an existing vacant historic residence on site and converts it into a multi-use trailhead connecting it to the existing Black Rock Sanctuary Loop Trail and the Phoenix Iron Canal Association (PICTA) Trail. The design incorporates the addition of two new access boat ramps to the Schuylkill River above and below the Black Rock Falls. Ms. Fullenkamp assisted with designing the planting plan and creating graphic presentation exhibits that consisted of the plan, perspectives, and a birds-eye view of the proposed site design.

D&L Canal, Northampton County, PA. – The project involved conducting a rehabilitation evaluation of the two-and-a-half-mile section of the Lehigh Canal which encompasses the National Canal Museum. The project tasks included site survey, an assessment for any leaks and need for repairs, maintenance recommendations, the potential for hydroelectric power installation, addressing any related concerns for the canal, and the creation of a report of the evaluation. The project started with survey in December of 2018 and Ms. Fullenkamp started the report for the project in 2019. For this project, Ms. Fullenkamp co-created a detailed and thorough approximately 80-page narrative and analysis report that depicted the critical areas of concern along the canal for the assessment. Ms. Fullenkamp also assisted with graphic plans, sections, and material options for historically revitalizing Guard Lock #8 as to allow an option and opportunity to restructure the Lock and restore it to its historical operational means and allow the canal boat tour to access and experience the lock in this manner. She also designed the area around the Locktender's house with landscape improvements for passive and active recreational use.



Kyle N. Brubaker

Senior Environmental Specialist

EDUCATION: B.S./Environmental Science/Geography, Kutztown University, 2007

TRAINING: KEESS User Training for PADEP Permits – 2017
 PA Class A-B-C, Underground Storage Tank Training, 2016
 PennDOT Section 6(f) Training, 2015
 Swamp School Waters of the US Training, 2015
 PennDOT P3 RBRP Training, 2015
 PennDOT Pub. 281 Waste Site Evaluation Procedures, 2012/Refresher, 2019
 Approved Clearances for: Criminal Background Check/Child Protective Services Background Check/Form PDE-6004 Arrest/Conviction Report, 2018
 Categorical Exclusion Expert System New Scoping Form, 2013
 PennDOT Section 4(f) Handbook Training, 2013
 HAZWOPER Supervisor Training, 2010
 OSHA 40 Hour HAZWOPER, current with annual refresher, Exp. 2020
 First Aid/CPR/AED Training, 2009

EXPERIENCE: Years with Navarro & Wright: 9 Years with other firms: 5

General Qualifications:

Mr. Brubaker is an environmental scientist with diverse experience in the environmental field working on federal, PennDOT, and PTC projects, including preparing NEPA compliance documentation as well as waste site investigations. Experience includes documentation, agency coordination, groundwater, soil and air sampling, drilling inspection, aquatic investigations, wetlands delineation, endangered species coordination, and permitting. Mr. Brubaker has also prepared technical documents such as Joint Permit Applications, CEEs, BRPAs, Section 4(f) Checklists, Farmland Conversion Impact Rating Forms, Wetland Identification and Delineations, preparation of Work Plans and Health and Safety Plans, subcontractor coordination, EAs, EBSs, and Phase I/II/III ESAs in Pennsylvania, Maryland, Delaware, New Jersey, New York, Connecticut, Georgia, Massachusetts, Rhode Island, Tennessee, Arizona, Colorado, and Texas. Mr. Brubaker communicates promptly with clients and state agencies, and manages PennDOT, PTC, municipal, and local projects, as well as private client projects.

Experience

S.R. 3101, Section DRB, Delaware and Chester Counties, PennDOT District 6-0. This project involves the replacement of the six (6) arch bridge over Brandywine Creek and the East Penn Railroad within Pennsbury Township, Chester County and Chadds Ford Township, Delaware County. The bridge is located within the National Register listed Twin Bridges Rural Historic District and the bridge and underlying railroad are contributing resources. The Brandywine Creek is a Pennsylvania Scenic River as well as a canoeable waters. Lands adjacent to the bridge are conservation lands held by the Brandywine Conservancy. The project area also includes recreational trails, bike routes, and the Brandywine Valley Scenic Byway. Additionally, wetlands surrounding the bridge were determined to contain bog turtle habitat and a habitat survey for the red-bellied turtle was also performed. Served as the Project Manager for the wetland and watercourse

Kyle N. Brubaker

identification and delineation, Categorical Exclusion document, Section 4(f) documentation, and threatened and endangered species coordination with associated state agencies.

Black Rock Sanctuary Trailhead, Chester County, PA, County of Chester. The project involves improvements to a park parcel addition to the Black Rock Sanctuary lands located within Phoenixville Borough. The Chester County Department of Facilities and Parks currently maintains and operates the 119-acre site known as the Black Rock Sanctuary. The area is managed for wildlife conservation and passive recreation. Served as Project Manager responsible for wetland and watercourse delineation, the threatened and endangered species coordination efforts, and project clearance with associated state agencies.

S.R. 0202, Section 530, Montgomery County, PA, PennDOT District 6-0. The purpose of the project is to create a connecting road, through and existing parking lot bounded by the Schuylkill River Trail, from Barbadoes Street at its intersection with West Washington Street, to Lafayette Street in the Municipality of Norristown. Served as Project Manager responsible for the Phase I ESA including all investigations, research, correspondence, and associated report preparation.

ATV Feasibility Study, Clinton County, PA, PA Department of Conservation & Natural Resources. The overall project goal is to review the feasibility of closing a trail gap and determining the best way to connect the Bloody Skillet ATV Trail System with the Whiskey Springs ATV Trail System within the Sproul State Forest. A successful ATV trail connection will help to grow this recreational activity and provide economic development and growth for the region. Served as Project Manager responsible for the wetland and watercourse identification and delineation and participated in several public involvement meetings as part of the approximately 30-mile trail.

Delaware & Hudson (D&H) Rail-Trail Project, Susquehanna County, PA, Rail-Trail Council of Northeastern Pennsylvania. This project was approximately 6.3 miles in length and involved the rehabilitation and trail construction on existing abandoned railroad ballast in Ararate and Herrick Townships. Eight (8) specific waterway crossing were identified by the PADEP as Waters of the Commonwealth and a wetland investigation was deemed necessary at those crossing. Served as the Project Manager and provided oversight for preparation and submission of a Wetland and Watercourse Investigation.

S.R. 0092, Section 350 and S.R. 1048, Section 370, Luzerne County, PA, PennDOT District 4-0. These projects involve the replacement of the existing structures over Lewis Creek in Exeter Township and over Harvey's Creek in Lehman Township. Served as the Project Manager for the wetland and watercourse identification and delineation, section 4(f) De Minimis Use Form for the Pennsylvania Fish and Boat Commission access area to the Susquehanna River adjacent to S.R. 0092, and 4(f) documentation and associated coordination for S.R. 1048, which is adjacent to the Harvey's Creek Tract of Pinchot State Forest.

S.R. 7304, Section BRG, Luzerne County, PennDOT District 4-0. This project involves the replacement of the existing structure over a National Register eligible railroad within the City of Wilkes-Barre. Served as the Project Manager for the Categorical Exclusion document and Section 4(f) documentation.

Stewart Road Bridge (T-639), Warren County, PennDOT District 1-0. The project involves replacement of the existing structure over Winton Run, in Columbus Township. Served as the Project Manager for the GP-11 permit package (paper submittal to DEP).



Jose Garcia

Civil Designer

EDUCATION:

Central Dauphin East High School, 2002

EXPERIENCE:

Years with Navarro & Wright: 14 Years with other firms: 0

General Qualifications:

Mr. Garcia is a Civil Designer of the Navarro & Wright Land Development Department responsible for preliminary design and drafting of land development projects. He has worked on numerous civil engineering related projects from conceptual design and surveying through the final designs, as well as several architectural projects.

EXPERIENCE

Baltimore Avenue Corridor Study, Borough of Mt. Holly Springs, PA. Project analyzed and addressed community need for revitalization to enhance mobility and the economic development for the Borough. Township officials as well as locals were encouraged to participate in the selection of various intersection designs and selection of street furnishings and amenities. Streetscape plan included the design of two roundabouts and other intersection improvements, housing in commercial mixed-use districts and open space amenities such as parks and nature trails. Assisted in the development of the proposed streetscape plan and several color renderings of the site.

Delaware & Lehigh Heritage Corridor (Multiple Projects), Wilkes-Barre to Bristol, PA. N&W is the retained engineering firm for the D&L Heritage Corridor organization. Learn and see more about the D&L at www.delawareandlehigh.org. Provides CADD support for the multi-disciplinary team working on a variety of D&L Trail projects ranging from site analysis and feasibility studies to preliminary and final construction documents for trails segments. His current work includes the following:

- The D&L Canal Park and Canal Assessment Project
- The Mountaintop to Oliver Mills Trail
- The Black Diamond Trail Feasibility Study

Star Barn Townhomes Preliminary/Final Land Development Plan, Lezzer Development, Lower Swatara Township, Dauphin County, PA. Project included design of a residential townhouse development land development plan of ten units on the former Historical Star Barn Property. Design included stormwater management facilities, erosion and sediment control plan, and sanitary sewer collection facilities. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

Capitol Preservation Committee Warehouse Project, Susquehanna Township, Dauphin County, PA. Project involved site engineering for a new 17,500 SF Storage Facility requiring surveying, utility relocation, site design, stormwater management, erosion control permitting, and subsurface investigations. N&W worked closely with the project architect to deliver the project within the owner's budget and schedule.

Jose Garcia

Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

New Hope Ministries Headquarters, Dillsburg Borough, York County, PA. Project involved site design for a new multi-use community outreach center for New Hope Ministries, associated parking, stormwater management facilities and access drives on a one (1) acre site. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

Laurel Ridge Estates Phases 1, 2 and 3 Final Land Development Plans, Hogan Development Company, Hampden Township, Cumberland County, PA. Project included final design of a three phase 3 land development plan. Phase 3 included 70 of the 197-unit townhouse land development plan. Design included stormwater management facilities, erosion and sediment control plan, and sanitary sewer collection facilities. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

Millennium Way Dental Studio, Hampden Township, Cumberland County, PA. Project involved site design for a new dental office, associated parking facilities, stormwater management facilities and access drives on a 1-acre site. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

South Hanover Township Municipal Complex, Dauphin County, PA. Project involved site design for a new township administration building, new fire/EMS building, athletic fields, associated parking facilities, stormwater management facilities and access drives on a 12-acre site. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

Bob Ruth Ford Dealership, Carroll Township, York County, PA. Project involved new automobile dealership on 10-acre site. Services include survey, infiltration testing, site design, stormwater management, an NPDES Permit, a traffic study, utility connections, and zoning amendment approvals. N&W worked closely with the township and local residence to alleviate concerns regarding traffic, light and noise associated with the project. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

Paxton Street Hardee's, Swatara Township, Dauphin County, PA. Project involved renovation of an existing fast-food restaurant. Improvements include realignment of the drive-thru, access and driveway modifications, and pavement repair. N&W conducted a site survey prior to beginning the site design. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.

Swatara Gardens Apartments, Harrisburg, PA. Project involved development of site schematic plans prepared for submission to housing financing agencies for new three story, 60-unit apartment building for age restricted and handicap residents. The project included conducting a site survey and preparing a schematic site plan incorporating all requirements of the client and financing agencies. The site plan included analysis of pedestrian and traffic movements, site amenities and landscaping design. The project also required a zoning variance request to allow the proposed use. Assisted in the production of the plan set as well as creating the road/utility profiles and site details specific to the site, as well as producing several color renderings of the site.





APPENDIX B

ECMS Consultant Qualification Package Listing

CONSULTANT QUALIFICATIONS PACKAGE

Navarro & Wright Consulting Engineers, Inc. - 000121	Qualifications Package
Type: Corporation	DBE Type: DBE SBE: Y

General Information		
Legal Address: 151 Reno Avenue New Cumberland, PA 17070 2046	Status: Active	
Expiration: 02/02/2023	DBE: DBE	Certificate: 11829
Phone: 717-441-2216 146	SBE: Y	Certificate: 11829
Fax: 717-441-6408	DB: Y	
Employees at this Location: 106		
Company Type: Corporation		
Services: Bridge Inspection, Construction Inspection, Construction Support Services, Cultural Resources, Design Support Services, Environmental Mitigation Plans, Environmental Studies, Field Surveying, Geophysical Investigation, Geotechnical Investigation, Other, Roadway Design, Structure Design, Traffic Engineering, Utility Location/Designation		
Multiple Offices: Yes		
Other Office Information is Correct: Yes		

Attachments	
General Information:	 20220201_N&W_2022GeneralInformation.pdf
Project Experience:	 20220201_N&W_2022ProjectExperience.pdf
Resumes:	 20220201_N&W_2022Resumes.pdf
Quality Plan:	 20220201_N&W_2022MQMP.pdf

Other Offices				
City	State	Zip	Phone	Employees
Allentown	PA	18101	484-350-3330	1

King of Prussia	PA	19406	484-612-4101	28	
Pittsburgh	PA	15275	412-788-6789	13	

NAICS	
Code	Description
237310	Highway, Street, and Bridge Construction
237990	Other Heavy and Civil Engineering Construction
541330	Engineering Services
541370	Surveying and Mapping (except Geophysical) Services
541380	Testing Laboratories
541620	Environmental Consulting Services
541720	541720

Workflow			
Status	Name	Disposition	Date/Time
Draft	Hannah Kolmansberger/PennDOT BP-000121	Submit	02/02/2022 08:31:48 AM

Audit Information			
Created By	Created On	Modified By	Modified On
Hannah Kolmansberger/PennDOT BP-000121	02/01/2022 12:33:50 PM	Hannah Kolmansberger/PennDOT BP-000121	02/02/2022 08:31:48 AM

You are currently logged in as **Hannah Kolmansberger**.

Release: 88.0
Session size: 0.1k

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Wed Feb 02 08:50:02 EST 2022
Official ECMS Date/Time



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: John Becht, Information Technology

ITEM TYPE: Purchase

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Renew Microsoft Cloud Environment for an amount of \$199,372.80

EXPENSE BUDGET LINE ITEM ACCOUNT: 1000/668280

ESTIMATED/ACTUAL COST OF REQUEST: 199,372.80

FUNDING SOURCE: County Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:
[MTDR859.pdf](#)



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: John Becht, Information Technology

ITEM TYPE: Professional Service Agreement

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to use EBA for assistance in Upgrade of GIS Environment and Migration to the Cloud in an amount of \$42,000.00.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1000/635000

ESTIMATED/ACTUAL COST OF REQUEST: 42,000

FUNDING SOURCE: County Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:
[Delco Azure SOW 2022-02-24.pdf](#)

ArcGIS Enterprise Design and Deployment on Azure Cloud

Delaware County, PA

February 24, 2022

Overview

Delaware County is looking to deploy the GIS architecture on cloud-based infrastructure. Microsoft Azure will be used for the cloud provider and a tenant, virtual network and county network connections have already been established. By taking advantage of cloud computing, Delaware County can benefit from increased flexibility to scale the platform to accommodate increasing demand, and efficiency and strategic value by only paying for what is needed and used rather than large upfront hardware purchases that ultimately have an end of life.

Delaware County has requested geographIT, a division of EBA Engineering, to provide a Statement of Work to architect the deployment of the ArcGIS Enterprise GIS platform in Microsoft Azure, deploy the system in Azure and provide assistance with provisioning and migration of services to the environment. geographIT is uniquely positioned to support Delaware County, given our expertise designing, implementing, and supporting the ArcGIS Platform on cloud providers for local government organizations, including Schuylkill County, the Southeastern Pennsylvania Taskforce, Montgomery County PA, the Philadelphia Office of Emergency Management, and the Philadelphia Police Department.

Approach

geographIT has developed an approach to deploying ArcGIS Enterprise in cloud platforms that has proven successful for many organizations. Our approach entails:

- Gathering a complete picture of how the enterprise GIS environment will be utilized by the organization to design a detailed system architecture.
- Deploying the accepted enterprise architecture to the cloud provider infrastructure.
- Assisting GIS administrators with migration into the new platform while also supporting knowledge transfer to administrators.
- Post deployment support and/or complete environment administration and managed services.

The following sections break down each phase of the project to successfully deploy the Delaware County GIS Enterprise in a cloud platform.

System Design and Architecture

Cloud hosted environments offer the optimal solution to providing a system that can be accessed from any location. By using cloud-hosted infrastructure, the environment can be designed to allow access to field users, while not requiring physical hardware to be purchased,

setup, configured and networked. The cost of the environment can also be scaled to meet the needs of the organization by allowing users to pay only for the resources used. The primary cloud providers are Amazon Web Services (AWS) and Microsoft Azure. It is understood that Microsoft Azure will be used to deploy the Delaware County Enterprise GIS environment.

As part of the environment design, consideration will be given for how authoritative data hosted inside of the Delaware County GIS environment will be moved to the cloud environment to be available to users. Data that is updated near real-time, such as CAD events, as well as data that is updated less regularly such as political boundaries, hydrography, railroads, building points and other referential data, will need to be considered. Cloud infrastructure provides the flexibility to change the system as needed throughout the project.

The exact tasks will be agreed upon by Delaware County and geographIT. In general, the following activities will be addressed during the environment design and architecture phase:

- Conduct assessment of current enterprise GIS deployment including but not limited to:
 - Number and size of databases
 - Services currently provisioned and utilized in applications
 - Applications deployed in the web GIS environment and estimated number of users
 - General network positioning of users and access to GIS environment
 - Current cloud deployments, accounts, access and infrastructure deployed.
- Determine access vectors, availability requirements, redundancy and back up requirements and recommendations.
- Determine the commercial software requirements for the system and evaluate licenses owned by Delaware County. Determine any gaps in licensing and recommendations for future growth and deployment options.
- Design the Azure Cloud infrastructure deployment; considering the applications that need to be hosted, databases to be hosted, services to be provisioned and the resources needed to support the environment. Resource specifications will be designed to support anticipated number of users that will need access to the system at one time allowing for spikes and valleys in usage metrics.
- Develop Azure Cloud hosting cost analysis and budgets based on recommended cloud architecture. Provide cost analysis to Delaware County IT and stakeholders to evaluate potential financial constraints based on proposed Azure services to be used.
- Create system deployment plan defining the order in which the enterprise environment will be deployed and configured including cloud infrastructure and commercial software.

At the completion of the system design and architecture phase, Delaware County will have a complete cloud enterprise design with specifications and a road map for the deployment of the ArcGIS Enterprise platform on Azure cloud.

Deliverables

- Requirements gathering meeting using MS Teams to talk with Planning, IT, Board of Assessment, and other stakeholders to gather a baseline for system requirements.
- System design and ArcGIS Enterprise Platform architecture diagram for Azure cloud deployment.
- Deployment plan for provisioning environment and configuring ArcGIS Enterprise Platform.

System Deployment

The system deployment phase will deploy the ArcGIS enterprise architecture on Azure according to the system diagram and specifications by executing the deployment plan developed during the system design and architecture phase. The system will be deployed in conjunction with Delaware County Planning and IT personnel completing knowledge transfer and training during the deployment. To support the primary objective this phase will include:

- Coordinate with Delaware County IT to deploy Azure infrastructure, attach to the County domain, network, and implement security policies.
- Deploy Azure platform services identified in the system design, including services such as load balancers, availability groups, database instances, logging captures and monitoring services.
- Document system configuration and design throughout deployment, and update diagrams and deployment plans as necessary.
- Provision test services utilizing system data sources to validate connectivity to environment from internal and external connections.
- Complete a test plan for testing all system components including backup, redundancy and high availability mechanisms.
- Complete documentation including updated diagrams, deployment plans and security keys and hand off to Delaware County system administrators.

Upon completion of the system deployment phase, Delaware County will have an operational ArcGIS Enterprise Platform deployed on the Azure cloud infrastructure. The system will be primed and ready to deploy GIS solutions, content and enterprise services.

Deliverables

- ArcGIS Enterprise Platform deployed in the Azure cloud based on system design, specifications, and deployment plan.
- Connection testing and validation by locations and entities designated to use the platform.
- Updated deployment plan with specific actions and settings. As-built system diagram and connection information.

Migration and Support Services

geographIT will assist Delaware County with migration of resources into the new environment including web applications, ArcGIS services, databases and ETL processes. It is anticipated one of the initial tasks will be to migrate database workloads over to the Azure deployed environment. This may be an area Delaware County GIS will request geographIT assistance with and migration support hours will be utilized for. It is also our understanding that data and workloads will be migrated to Azure deployment in parallel to legacy environment and migration support may be provided over an extended timeframe. A budget has been estimated for 40 hours of migration support. The exact number of hours will depend on the nature of the migration support tasks and labor category required.

Post implementation, Delaware County will have primary responsibility to administer the Azure tenant. Our quote includes a subscription to geographIT's standard support services. geographIT will provide support services on an as-needed and on-call basis to resolve issues encountered, answer questions and manage platform configuration. Standard support is offered Monday – Friday, 8:00 AM – 5:00 PM EST, with 4-hour response time for on-call support requests.

The following are some examples of support that may be provided under this task:

- Assist with uploading GIS data into the database environment from legacy systems.
- Assist administrators with providing access to additional users.
- Deploy services or template applications to support workflows for users and assist GIS staff with application deployment and configuration.
- Develop data maintenance procedures and processes using automated tools or manual processes.
- Assist with administration and management of Azure environment including backups, continuity checks, system status checks, expansion of Azure services, etc.
- Troubleshoot service outage events and respond to automated alerts.

It is assumed support services will be completed remotely, through web meetings or directly connecting to the Azure environment. geographIT will provide access to our standard support services platform including issue tracking and alerting on status of support requests.

geographIT also provides complete managed services for cloud deployments where the entire system is maintained and monitored by geographIT staff. If Delaware County is interested in this service as opposed to on-call support, a quote can be provided upon request.

General Assumptions

The following general assumptions apply to the professional services, labor costs, and direct costs required to prepare the deliverables specified in the statement of work:

1. All Commercial software licensing purchases will be provided by the client and are not accounted for in the budget. If the client requires additional commercial software licensing,

the client will purchase the software directly from the software vendor. geographIT will work with the client to define software requirements as part of the design and architecture phase.

2. It is our understanding that Delaware County has an existing account with Microsoft and will pay for cloud services directly to Microsoft. Azure Cloud Services hosting will be estimated for the designed environment as part of the design and architecture phase for informational and planning purposes only. This quote does not include any hosting costs.
3. This quote has been provided as a time and material quote. The level of effort has been estimated based on initial discussions between geographIT and Delaware County and based on our experience with cloud deployments. Should the level of effort for deployment change significantly based on the design and architecture developed in phase 1, geographIT will notify Delaware County of the gap in estimated costs.
4. The deployment will be completed in the Azure public cloud, and no sensitive data falling under Criminal Justice Information Services (CJIS) or Personally identifiable information (PII) requirements will be maintained in this cloud-hosted platform.
5. Our understanding is the Azure-hosted environment will consist of ArcGIS Enterprise, ArcGIS Server, and Enterprise GIS database deployed on SQL Server. Our estimates have been prepared based on this baseline of system components.
6. Delaware County will provide remote access to network and cloud environments for geographIT technical teams.
7. A budget for geographIT Standard Support has been included to handle on-call support requests. Should the budget for support request be fully utilized before the term of this agreement, Delaware County will need to provide additional funding to continue the on-call support services. On-call support will only be provided upon request of Delaware County.
8. Standard support is during normal business hours between 8:00 AM – 5:00 PM EST, Monday – Friday with a 4-hour response time for on-call support requests. geographIT will attempt resolution of issues as soon as possible, however response to a support request does not guarantee resolution of the issue within the response time.

Term of Engagement

Design and Deployment Phases

The proposed scope of work is anticipated to begin March 1, 2022. Our scope assumes a 4-month timeframe for deployment and migration.

Migration and Support

geographIT Standard Support is for 12-months from the environment go live date.

Project Budget

This quote is offered as a time and material proposal with a not-to-exceed cap of **\$42,000**. The table below breaks down estimated cost based on project phase.



geographIT, a division of
EBA Engineering, Inc.

geographIT, a division of EBA Engineering, is a registered COSTARS supplier and our COSTARS number is **428048**.

The following labor categories and rates will be charged for the quantity of time staff spend on the project assignments, with a minimum labor charge of ½ hour applicable to all assignments.

Labor Category	Hourly Rate
Project Manager	\$162.00
Solutions Architect	\$150.00
Senior GIS Analyst	\$132.00
GIS Developer	\$118.00
GIS Technician	\$85.00

Invoices will be issued monthly and will include an itemized list of charges by date with a description of tasks performed, hours charged, and total labor charges. All invoices are payable in full within 30 calendar days from invoice date.

Activity	Cost
System Design and Architecture	\$7,000.00
System Deployment	\$26,000.00
Migration Support	\$4,000.00
geographIT Standard Support	\$5,000.00
Total	\$42,000.00

Authorization to Proceed

To authorize this statement of work Delaware County shall issue a purchase order in the amount listed above or sign the terms and conditions below. Issuance of a purchase order assumes acceptance of all terms and conditions listed below.



geographIT, a division of
EBA Engineering, Inc.

Terms and Conditions

These Professional Services terms and conditions in conjunction with the statement of work (SOW) above form a Professional Services Agreement (Agreement) between EBA Engineering, Inc and the end user identified on the Statement of Work (Client).

Parties of the Agreement

The term "Client" within this Agreement refers **Delaware County** located at **201 W Front St, Media, PA, 19063**

The term "Consultant" within this agreement refers to **EBA Engineering, Inc.** located at **6100 Chevy Chase Dr., Suite 200, Laurel, MD 20707-2917.**

Professional Services

The Client to this Agreement desire to receive the professional services and deliverables described in this statement of work, and the Consultant to this Agreement desires to provide these professional services and deliverables to the Client. Both parties agree to abide by the terms and conditions set forth herein.

Type of Agreement

This is a time and material not-to-exceed the budget cap Agreement. Non-labor expenses for travel will be itemized and invoiced at net cost and receipts will accompany invoices when applicable. Automobile travel will be reimbursed at the [Federal GSA](#) approved rate at the time each work order is prepared. Travel related expenses will be invoiced at net cost.

Invoicing and Payment

Time and Material

Invoices will be issued monthly and will include an itemized list of charges by date with a description of tasks performed, hours charged, and total labor charges. An itemized list of travel expenses will be included if travel was required during the invoice month. All invoices are payable in full within 30 calendar days from invoice date.

Term

The term of this Agreement will begin on the date that all parties have signed the Agreement and will remain in effect through **7/1/2022**, unless the Agreement is terminated for reasons defined in the *Change of Condition, Termination, and Suspension of Services* sections of this Agreement, or unless the termination date is extended in writing by mutual agreement of both parties to the Agreement.

The obligation of both parties under Ownership of Deliverables shall survive the expiration or earlier termination of this agreement.

Ownership of Deliverables

As a work for hire, all deliverables including documents, drawings, design specifications, data, software, reports, and digitized versions thereof, prepared and furnished by the Consultant under this Agreement shall be the material property of the Client subject to the following conditions:

1. Consultant shall retain intellectual property rights and rights of reuse of the methodology and deliverables prepared under this agreement for other projects and for the purpose of marketing. This clause excludes source code, data or other source materials provided by the Client to fulfill the terms of the contract.
2. All proprietary information contributed by the Consultant in fulfilling the terms of the contract, including formulae, calculations, standards and software used in the preparation of the deliverables, shall remain the property of Consultant.
3. Deliverables furnished by the Consultant under this Agreement are provided with the understanding they were prepared for a specific intended use. Any reuse, misuse or alterations of the deliverables without specific written certification, verification or adaptation by the Consultant will not be covered under Warranty and Remedy and shall be at the Client's sole risk. Furthermore, Client agrees to waive Consultant's liability in the event Client modifies or adapts Consultant's deliverables without Consultant's involvement.

Changed Conditions

The Consultant has used professional judgment and industry best practices in establishing the scope of services for this project, given the information provided by the Client or known to Consultant about the project's nature and risks and current laws, codes, regulations, standards and permit conditions in effect thirty (30) days prior to the date of this Agreement. Occurrences or discoveries that were not originally contemplated or known to the Consultant shall constitute changed conditions and may require an equitable adjustment in scope, schedule and/or fee under this Agreement. If the Consultant identifies a need to adjust the terms of the contract based on changed conditions, the Consultant shall identify the nature of changed conditions and the Client shall promptly and in good faith enter into renegotiations of this Agreement. If the Client refuses to renegotiate, the Consultant may terminate this Agreement following the Agreement procedures defined under Termination.

Warranty and Remedy

The Consultant warrants that it shall exert the degree of care and skill in the performance of its services normally exercised by similar professionals under similar circumstances. Deliverables provided under this Agreement are warranted for ninety (90) calendar days from date of final delivery of contracted deliverables.

If, during the ninety (90) calendar day warranty period, the Client discovers data errors or software bugs in the deliverables, the Client will document the error or bug and communicate the problem to the Consultant who will make a good faith effort to remedy the error or bug at no additional charge to the Client.

Software bugs are defined as normally reproducible events resulting in software termination, suspended or hung processing, incorrect processing results, or incorrect output. Data errors are defined as errors of omission or commission when the agreed upon scope of work clearly states that all data are to be converted exactly as shown on the source materials.

Exclusions to this statement of warranty include, but are not limited to:

1. System or software bugs caused by commercial and third party software products which the Consultant did not produce or modify.
2. Requests for enhancements to software that add to or modify the user interface, processing logic, functionality or outputs can be considered “change orders” if the request modifies the original software design specification that was accepted by the Client. Expenses incurred by the Consultant to accommodate change orders will be compensated by the Client at labor rates agreed to by the Client and Consultant.
3. Software errors caused by Client modifications to the system environment on which the software is dependent. Examples include Client upgrades to the operating system, network modifications, or upgrades to component commercial software versions. Expenses incurred by the Consultant to accommodate system environment modifications will be compensated by the Client at labor rates agreed to by the Client and Consultant.
4. Software errors caused by the corrupt, inconsistent, or nonstandard data that were undisclosed by the Client and unknown to the Consultant at the time the software was designed, coded, and tested. Expenses incurred by the Consultant to investigate and resolve the errors as being caused by corrupt, inconsistent, or nonstandard data will be compensated by the Client at labor rates agreed to by the Client and Consultant.
5. Data errors in source data, manuscripts, or documents provided to the Consultant that are propagated into a database or system as part of data conversion or migration unless the scope of services explicitly states that verification of existing data and correction of errors is a part of the contracted services.

This warranty is in lieu of and excludes all other warranties whether express or implied, by operation of law or otherwise, including warranty of fitness for particular purpose.

Suspension of Services

If payment of Consultant's invoices is not maintained as per the terms of payment set forth herein, Consultant may, after seven (7) days written notice to the Client, suspend further services without liability until the Client has paid in full all amounts due Consultant on account of services rendered and expenses incurred, including interest on past due invoices. Suspension of services exceeding ninety (90) days shall, at the option of the Consultant, make this agreement subject to renegotiation or termination.

Termination

This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party. In the event of termination, the Consultant shall be compensated for services performed and expenses incurred up to the date of termination, plus reasonable actual costs incurred by the Consultant as a result of a termination by the Client.

Successors and Assigns

This Agreement shall be binding upon the parties and their respective successors and assigns. The Consultant may employ such independent consultants, associates, and subcontractors as it may deem appropriate, but the Consultant remains ultimately responsible for the work product. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the parties.

Separability and Reformation

Any provision of this Agreement held to be void or unenforceable under any law or order of court shall be deemed stricken, and all the remaining provisions shall continue to be valid and binding upon the Client and Consultant. In addition, the parties agree that this agreement shall be reformed to replace such stricken provision(s) or part(s) thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

Governing Law and Jurisdiction

This Agreement shall be governed by the laws of the United States and the substantive and procedural laws of the State of Pennsylvania.

Force Majeure

Client and the Consultant agree that there shall be no liability on the part of either party for any failure or delay in the performance of any obligations hereunder resulting from any cause beyond their reasonable control, including but not limited to: acts of God; acts or omissions of civil or military authority; acts or omissions of contractors or suppliers; fires; floods; epidemics; quarantine restrictions; severe weather; strikes; embargoes; wars; political strife; riots; delays in transportation; compliance with any regulations or directives of any national, state, local, or municipal governments or department thereof; fuel, power, materials or labor shortages.

Entire Agreement

Upon signed acceptance by both parties, this Agreement shall constitute the entire and integrated understanding between the parties and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, with respect to the subject matter herein. This Agreement may be amended only by a written instrument signed by both parties.



Authorization by Parties

The undersigned representing the Client and the Consultant accept the terms set forth in this Agreement. The Consultant is authorized to submit work orders and provide professional services according to the terms of this agreement.

On Behalf of Delaware County (Client)

Attest:

Date: _____

By: _____

Print Name: _____

Title: _____

Witness

Date: _____

By: _____

Print Name: _____

Title: _____

(SEAL)

On Behalf of EBA Engineering, Inc. (Consultant)

Attest:

Date: _____

By: _____

Print Name: Harish J. Patel, P.E.

Title: Executive Vice President and COO

Witness

Date: _____

By: _____

Print Name: _____

Title: _____

(SEAL)



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: John Becht, Information Technology

ITEM TYPE: Purchase

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to purchase Fortinet FortiNAC Security Appliance in the amount of \$70,949.05.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1000/668280

ESTIMATED/ACTUAL COST OF REQUEST: 70,949.05

FUNDING SOURCE: County Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: This Software we are looking to purchase is to increase the Security of the overall network. In the IT Update/Initiatives to Council this was presented. It will allow us to install this software and scan the network for any rogue devices that attempt to connect and place them in a separate spot on the network to contain them from being able to reach any County Resources. It will give us additional control/access of the network.

ATTACHMENTS:
[US_QUOTE_3000119111943.1.pdf](#)



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000119111943.1	Sales Rep	Jc Swafford
Total	\$70,949.05	Phone	(800) 456-3355, 6179633
Customer #	1358454	Email	Jc_Swafford@Dell.com
Quoted On	May. 05, 2022	Billing To	ACCOUNTS PAYABLE
Expires by	Jun. 04, 2022		COUNTY OF DELAWARE
Contract Name	Pennsylvania DGS		201 W FRONT ST
	COSTARS 3 IT Hardware		GOVERNMENT CTR BLDG
Contract Code	C000000009247		MEDIA, PA 19063-2789
Customer Agreement #	COSTARS 003-051		
Solution ID	.		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Jc Swafford

Shipping Group

Shipping To	Shipping Method
CENTRAL RECEIVING COUNTY OF DELAWARE 2ND & OLIVE ST 13 FEET CLEARANCE MEDIA, PA 19063 (610) 891-4426	Standard Delivery

Product	Unit Price	Quantity	Subtotal
CS-Delaware Co PA-FORTINAC PRO LICs FOR 1K SVCS CONCURRENT ENDPOINT DEVICES PRO LIC	\$15,125.00	2	\$30,250.00
CS-Delaware Co PA-FORTINAC PRO LICs LICs	\$1,815.00	5	\$9,075.00
CS-Delaware Co PA-3YR 24X7 FORTINAC PRO LICs FC SVCS CONTRACT 100ENDPOINT	\$544.50	25	\$13,612.50

CS-Delaware Co PA-3YR 24X7 FORTINAC CONTROL & APPSVCS VM FC CONTRACT	\$1,129.33	1	\$1,129.33
CS-Delaware Co PA-FORTINAC CONTROL + APP VM SW LICS	\$1,882.22	1	\$1,882.22
CS-Delaware Co PA-PER DAY CHARGE FOR FORTINAC PS SVCS RESOURCE SVC FORTICARE CONTRACT	\$3,000.00	5	\$15,000.00

Subtotal:	\$70,949.05
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$70,949.05
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$70,949.05
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Shipping Group Details

Shipping To

CENTRAL RECEIVING
 COUNTY OF DELAWARE
 2ND & OLIVE ST
 13 FEET CLEARANCE
 MEDIA, PA 19063
 (610) 891-4426

Shipping Method

Standard Delivery

		Quantity	Subtotal
CS-Delaware Co PA-FORTINAC PRO LICS FOR 1K SVCS CONCURRENT ENDPOINT DEVICES PRO LIC	\$15,125.00	2	\$30,250.00

Estimated delivery if purchased today:

May. 20, 2022

Contract # C000000009247

Customer Agreement # COSTARS 003-051

Description	SKU	Unit Price	Quantity	Subtotal
CS-Delaware Co PA-FORTINAC PRO LICS FOR 1K SVCS CONCURRENT ENDPOINT DEVICES PRO LIC	AB480631	-	2	-

		Quantity	Subtotal
CS-Delaware Co PA-FORTINAC PRO LICS LICS	\$1,815.00	5	\$9,075.00

Estimated delivery if purchased today:

May. 20, 2022

Contract # C000000009247

Customer Agreement # COSTARS 003-051

Description	SKU	Unit Price	Quantity	Subtotal
CS-Delaware Co PA-FORTINAC PRO LICS LICS	AB480632	-	5	-

		Quantity	Subtotal
CS-Delaware Co PA-3YR 24X7 FORTINAC PRO LICS FC SVCS CONTRACT 100ENDPOINT	\$544.50	25	\$13,612.50

Estimated delivery if purchased today:

May. 23, 2022

Contract # C000000009247

Customer Agreement # COSTARS 003-051

Description	SKU	Unit Price	Quantity	Subtotal
CS-Delaware Co PA-3YR 24X7 FORTINAC PRO LICS FC SVCS CONTRACT 100ENDPOINT	AB989025	-	25	-

		Quantity	Subtotal
CS-Delaware Co PA-3YR 24X7 FORTINAC CONTROL & APPSVCS VM FC CONTRACT	\$1,129.33	1	\$1,129.33

Estimated delivery if purchased today:

May. 20, 2022

Contract # C000000009247

Customer Agreement # COSTARS 003-051

Description	SKU	Unit Price	Quantity	Subtotal
CS-Delaware Co PA-3YR 24X7 FORTINAC CONTROL & APPSVCS VM FC CONTRACT	AB989026	-	1	-

		Quantity	Subtotal
CS-Delaware Co PA-FORTINAC CONTROL + APP VM SW LICS	\$1,882.22	1	\$1,882.22

Estimated delivery if purchased today:

May. 20, 2022

Contract # C000000009247

Customer Agreement # COSTARS 003-051

Description	SKU	Unit Price	Quantity	Subtotal
CS-Delaware Co PA-FORTINAC CONTROL + APP VM SW LICS	AB480630	-	1	-

CS-Delaware Co PA-PER DAY CHARGE FOR FORTINAC PS SVCS RESOURCE SVC FORTICARE CONTRACT	\$3,000.00	Quantity 5	Subtotal \$15,000.00
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Estimated delivery if purchased today:
 May. 20, 2022
 Contract # C000000009247
 Customer Agreement # COSTARS 003-051

Description	SKU	Unit Price	Quantity	Subtotal
CS-Delaware Co PA-PER DAY CHARGE FOR FORTINAC PS SVCS RESOURCE SVC FORTICARE CONTRACT	AB961876	-	5	-

Subtotal:	\$70,949.05
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00

Total:	\$70,949.05
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Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote (“Supplier”) and the entity to whom this Quote was issued (“Customer”). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer’s affiliate and Supplier or a Supplier’s affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell’s Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the “Governing Terms”). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer’s use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer’s use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms (“Offer Specific Terms”).

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement (“Financing Agreement”) for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier (“FS”), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer’s use (and Customer’s resale of and the end-user’s use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier’s compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer’s invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: John Becht, Information Technology

ITEM TYPE: Purchase

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to purchase ExaGrid Backup Appliance in the amount of \$102,450.02.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1007709

ESTIMATED/ACTUAL COST OF REQUEST: 102,450.02

FUNDING SOURCE: Capital

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: This Appliance we are requested approval for is to increase our onsite backup storage. This will enable us to keep longer period of backups as well as give us additional space to store our current backups as they continue to grow with the data growing as well. This is part of an overall project where after the initial backup is stored onsite, we would then take a copy of that backup and store it in a secondary location in the Cloud and then a third copy would be copied over to a AirGap Ransomware Protection area. Our CyberSecurity Insurance has recommended this as well.

ATTACHMENTS:



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Ashley Farr, Human Services

ITEM TYPE: Purchase

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to purchase systems and office furniture for Human Services from Your Office Connection in an amount not to exceed \$70,244.00. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1422-4990-701001, 1422-4990-702001, 1822-xxxx-701001, and 1822-xxxx-702001

ESTIMATED/ACTUAL COST OF REQUEST: \$70,244.00

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached supporting documentation.

- ATTACHMENTS:**
- Summary Purchase Request
 - Quote #1-Your Connection Office(Used)
 - Quote #2-Your Office Connection(New)
 - Quote #3-TIG Installations, Inc.(New)

Delaware County Human Services Purchase Request

Program Office: Administration

Vendor: Your Office Connection

Items to be Purchased: Systems and office furniture as outlined on the attached proposal from Your Office Connection.

Amount of Purchase: \$70,244.00

Funding:

Federal Funding Source(s):	Guardianship Assistance CFDA #93.090	Amount: 1%
	Adoption Assistance CFDA #93.659	2%
	Foster Care IV-E CFDA # 93.658	7%
State Funding Source(s):	Human Services Block Grant	Amount: 97.94%
	Office of Children, Youth & Families Act 148	Approximately 72%
Other Funding Source(s):		Amount:
County Funding:		Amount: 2.06% HSA- Approximately 18% CYS

Available Budget:

SAP Account(s)	1422-4990-701001	Balance: \$22,506
	1422-4990-702001	\$10,001
	1822-XXXX-701001	\$20,232
	18722-XXXX-702001	\$17,521

Purchase Statement:

The Department of Human Services is requesting to purchase systems and office furniture from Your Office Connection. Subject to the Solicitor’s approval.

Program Need for Requested Items:

In an effort to make our offices more conducive to remote work, Human Services has found used furniture that can be moved with us to a new location. Additionally, the furniture in the Upper Darby, Department of Human Services offices is twenty-five years old, and our plan is to try to do this in phases. We will be using available Human Services Block Grant funds for this purpose.

Date Request for Bid/Proposal was issued: N/A

Number of Bids Attached: 3

Bids Attached:

Vendor:		Amount:
Your Office Connection (used)		\$70,244.00
Your Office Connection (new)		\$149,565.00
TIG Installations, Inc. (new)		\$103,210.00

Rationale for Choosing Vendor:

The vendor is able to provide the furniture at a cost significant savings. Although the furniture is not new is in impeccable condition and will be able to be moved with the Department when it relocates.


Date Request Discussed with Human Services Director: 5/21/2022

Program Approval: _____

Date: _____

Fiscal Approval: _____

Date: _____

Human Services Director: 

Date: 5/25/22

P.O. Box 1000
 Westtown, PA 19395
 (610) 399-4300
 www.yourofficeconnection.com



youoffice
 connection.com

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Estimate

ESTIMATE # 2156
 DATE 05/20/2022

ADDRESS

Giana Martin
 County Of Delaware
 Controllers Office
 201 West Front Street
 Media, PA 19063

SHIP TO

Department of Human
 Services
 20 South 69th Street
 4th Floor
 Upper Darby, PA 19082

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

QTY	SKU	ACTIVITY	PRICE	AMOUNT
1		Large Conference Room		
1	EN54204	Table Conference 54 x 204 Kennsington Maple	3,750.00	3,750.00T
14	HMMirria	Chair Herman Miller Mirria	200.00	2,800.00T
1	SHR82	TV Monitor Sharpe 82" with camera	850.00	850.00T
1		Sandra Garrison		
1	KNOLLEX	Executive U Shape desk with wardrobe and overheads	8,575.00	8,575.00T
1	KNC54	Table Conference 54" Round	750.00	750.00T
1	KNTVT	Table side TV knoll	200.00	200.00T
5	HMTEames	Chair Eames white	200.00	1,000.00T
2	BRNO	Chair Guest Brno Knoll Side	250.00	500.00T
1	EUTMMSY55	Eurotech Monterey MMSY55	200.00	200.00T
1		Angelique Hiers		
1	JSIPT	JSI U Station consisting of P Top with post leg, Bridge unit for Pedestal and Credenza, Credenza with double lateral file, Overhead wall Mounted and wardrobe cabinet	7,325.00	7,325.00T
3	OL7601U	Single Seat Lounge Olympian / Upholstered Arm	250.00	750.00T
1	ZVV3030-18	Table coffee 30x30x18	100.00	100.00T
1	EUTMMSY55	Eurotech Monterey MMSY55	200.00	200.00T
2	9509V	Chair Guest Ridge (new)	185.00	370.00T

Your Office Connection
 The one source for all your office needs

		Kelly Wiltsie		
1		JSIPT JSI U Station consisting of P Top with post leg,Bridge unit for Pedestal and Credenza, Credenza with double lateral file, Overhead wall Mounted and wardrobe cabinet	6,575.00	6,575.00T
1		KNM Table Conference 48x78 marb	1,750.00	1,750.00T
4		OSAMES. Chair Ames Knockoff	150.00	600.00T
1		EUTMMSY55 Eurotech Monterey MMSY55 Outer Office	200.00	200.00T
10		5DR30 File Lateral 5 drawer 30"	125.00	1,250.00T
2		OL7601UTBL Chair Guest with table arm Left	200.00	400.00T
2		OL7601UTBR Chair Guest with table arm right CFO Office	200.00	400.00T
1		OSLAM L Station PL178 Straight Desk with extended corner, Box Box File pedestal with 48" Return file file	975.00	975.00T
1	PL207	PL207 Wardrobe	824.00	824.00T
1		OSC18 Boat shape conference top w/board table base	875.00	875.00T
5	HMMirra	HMMirra Chair Mirra Vanessa	200.00	1,000.00T
1		FB&R Systems Furniture Breakdown and removal for CYS Third Floor. 60 Stations	12,000.00	12,000.00T
20		CD2448 Clear Design Benching units with power Beam	600.00	12,000.00T
3		Power feeds Power feeds	175.00	525.00T

SUBTOTAL	66,744.00
TAX	0.00
SHIPPING	3,500.00
TOTAL	\$70,244.00

Accepted By

Accepted Date

P.O. Box 1000
 Westtown, PA 19395
 (610) 399-4300
 www.yourofficeconnection.com



youoffice
 connection.com

Estimate

ESTIMATE # 2156
 DATE 05/20/2022

ADDRESS

Giana Martin
 County Of Delaware
 Controllers Office
 201 West Front Street
 Media, PA 19063

SHIP TO

Department of Human
 Services
 20 South 69th Street
 4th Floor
 Upper Darby, PA 19082

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

QTY	SKU	ACTIVITY	PRICE	AMOUNT
1	EN54204	Large Conference Room Table Conference 54 x 204 Kennsington Maple	8,500.00	8,500.00T
14	HMMirria	Chair Herman Miller Mirria	835.00	11,690.00T
1	SHR82	TV Monitor Sharpe 82" with camera Sandra Garrison	2,123.00	2,123.00T
1	KNOLLEX	Executive U Shape desk with wardrobe and overheads	17,952.00	17,952.00T
1	KNC54	Table Conference 54" Round	1,585.00	1,585.00T
1	KNTVT	Table side TV knoll	825.00	825.00T
5	HMTEames	Chair Eames white	735.00	3,675.00T
2	BRNO	Chair Guest Brno Knoll Side	2,135.00	4,270.00T
1	EUTMMSY55	Eurotech Monterey MMSY55 Angelique Hiers	465.00	465.00T
1	JSIPT	JSI U Station consisting of P Top with post leg, Bridge unit for Pedestal and Credenza, Credenza with double lateral file, Overhead wall Mounted and wardrobe cabinet	7,325.00	7,325.00T
3	OL7601U	Single Seat Lounge Olympian / Upholstered Arm	835.00	2,505.00T
1	ZVV3030-18	Table coffee 30x30x18	485.00	485.00T
1	EUTMMSY55	Eurotech Monterey MMSY55	465.00	465.00T
2	9509V	Chair Guest Ridge (new)	370.00	740.00T

Your Office Connection
 The one source for all your office needs

1		Kelly Wiltsie JSIPT JSI U Station consisting of P Top with post leg, Bridge unit for Pedestal and Credenza, Credenza with double lateral file, Overhead wall Mounted and wardrobe cabinet	8,450.00	8,450.00T
1		KNM Table Conference 48x78 marb	12,500.00	12,500.00T
4		OSAMES. Chair Ames Knockoff	425.00	1,700.00T
1		EUTMMSY55 Eurotech Monterey MMSY55 Outer Office	465.00	465.00T
10		5DR30 File Lateral 5 drawer 30"	1,150.00	11,500.00T
2		OL7601UTBL Chair Guest with table arm Left	775.00	1,550.00T
2		OL7601UTBR Chair Guest with table arm right CFO Office	775.00	1,550.00T
1		OSLAM L Station PL178 Straight Desk with extended corner, Box Box File pedestal with 48" Return file file	1,450.00	1,450.00T
1	PL207	PL207 Wardrobe	1,620.00	1,620.00T
1		OSC18 Boat shape conference top w/board table base	1,525.00	1,525.00T
5	HMMirra	HMMirra Chair Mirra Vanessa	665.00	3,325.00T
1		FB&R Systems Furniture Breakdown and removal for CYS Third Floor. 60 Stations	12,000.00	12,000.00T
20		CD2448 Clear Design Benching units with power Beam	1,250.00	25,000.00T
3		Power feeds Power feeds	275.00	825.00T

SUBTOTAL	146,065.00
TAX	0.00
SHIPPING	3,500.00
TOTAL	\$149,565.00

Accepted By

Accepted Date

TIG Installations, Inc.
P. O. Box 386
Harleysville, PA 19438

Giana Martin
 County of Delaware
 Controller's Office
 201 West Front Street
 Media, PA 19063

5-23-2022

Hi Giana,

Thank you for the opportunity to submit a quote to you for your upcoming project at The Dept of Human Service / Upper Darby:

<u>Qty:</u>	<u>Description:</u>	<u>Price:</u>	<u>Total:</u>
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Large Conference Room:

1	EN54204, Table Conference 54 x 204 Kennsington, Maple	\$ 4,650.00	\$ 4,650.00
14	HMMirria, Chair Herman Miller Mirria	\$ 225.00	\$ 3,150.00
1	SHR82, TV Monitor Sharpe 82" with camera	\$ 1,050.00	\$ 1,050.00

Sandra Garrison:

1	KNOLLEX, Executive U Shape desk with Wardrobe and overheads	\$10,700.00	\$10,700.00
1	KNC54, Table Conference 54" Round	\$ 935.00	\$ 935.00
1	KNTVT, Table side TV knoll	\$ 225.00	\$ 225.00
5	HMTEames, Chair Eames white	\$ 225.00	\$ 1,125.00
2	BRNO, Chair Guest Brno Knoll Side	\$ 315.00	\$ 630.00
1	EUTMMSY55, Eurotech Monterey MMSY55	\$ 225.00	\$ 225.00

Angelique Hiers:

1	JSIPT, JSI U Station consisting of P Top With post leg, Bridge unit for Pedestal and Credenza, Credenza with double lateral file, Overhead wall Mounted and wardrobe cabinet	\$ 9,150.00	\$ 9,150.00
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TIG Installations, Inc.
P. O. Box 386
Harleysville, PA 19438

3	OL7601U, Single Seat Lounge Olympian / Upholstered Arm	\$ 280.00	\$ 840.00
1	ZVV3030-18, Table coffee 30x30x18	\$ 125.00	\$ 125.00
1	EUTMMSY55, Eurotech Monterey MMSY55	\$ 225.00	\$ 225.00
2	9509V, Chair Guest Ridge (new)	\$ 230.00	\$ 460.00
<u>Kelly Wiltsie:</u>			
1	JSI U Station consisting of P Top with post leg, Bridge unit for Pedestal and Credenza, Credenza with double lateral file, Overhead wall Mounted and wardrobe cabinet	\$ 8,200.00	\$ 8,200.00
1	KNM, Table Conference 48x78 marb	\$ 2,185.00	\$ 2,185.00
4	OSAMES, Chair Ames Knockoff	\$ 185.00	\$ 740.00
1	EUTMMSY55, Eurotech Monterey MMSY55	\$ 225.00	\$ 225.00
<u>Outer Office:</u>			
10	5DR30, File Lateral 5 drawer 30"	\$ 155.00	\$ 1,550.00
2	OL7601UTBL, Chair Guest with table arm Left	\$ 225.00	\$ 450.00
2	OL7601UTBR, Chair Guest with table arm right	\$ 225.00	\$ 450.00
<u>CFO office:</u>			
1	OSLAM, L Station PL178 Straight Desk with extended corner, Box Box File pedestal with 48" Return file file	\$ 1,200.00	\$ 1,200.00
1	PL207, Wardrobe	\$ 1,025.00	\$ 1,025.00
1	OSC18, Boat shape conference top w/board table base	\$ 1,095.00	\$ 1,095.00
5	HMMirra, Chair Mirra	\$ 225.00	\$ 1,125.00

TIG Installations, Inc.
P. O. Box 386
Harleysville, PA 19438

Vanessa:

1	FB&R, Systems Furniture Breakdown and removal for CYS Third Floor. 60 Stations	\$15,000.00	\$15,000.00
20	CD2448, Clear Design Benching units with Power Beam.	\$ 1,562.00	\$31,240.00
3	Power feeds	\$ 345.00	\$ 1,035.00
Grand Total (includes shipping):			\$103,210.00



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Lisa Blair, Human Services

ITEM TYPE: Advertisement

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to issue a Request for Proposal for the Student Assistance Program. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM N/A
ACCOUNT:

ESTIMATED/ACTUAL COST OF N/A
REQUEST:

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached supporting documentation

ATTACHMENTS:
[Supporting documentation.pdf](#)

Delaware County Department of Human Services

Request for Proposal Issuance

Background:

Human Services has contracted for the Mental Health Student Assistance Program to be implemented in our various schools throughout the County. One of our current providers has reported a desire to cease operating behavioral health programming.

Simultaneously, the County and District Attorney's Office has embarked on the Healthy Kids, Healthy Schools Initiative. Per the report from Bloom Consulting, which was the firm utilized to assist the County and District Attorney's Office in developing a strategic plan, the mission of the initiative is as follows:

The Delaware County Healthy Kids, Healthy Schools Initiative's mission is to support the continuous quality improvement of the organizations and systems that provide access to prevention and intervention services for mental health, behavioral health, and substance abuse for youth from birth to age 18 across Delaware County. Through our continuous quality improvement work, we work to ensure that all of Delaware County's youth have equitable access to cohesive, student-and family-centered, evidence-based Mental Health, Behavioral Health, Substance Abuse services so that they may reach their full potential.

The Guiding Principles of the Initiative are:

- *Operate in the best interest of children, youth, and families by prioritizing equitable access to highly effective, evidence-based, and culturally-and identity-relevant services.*
- *While each local community can and should focus on their own stakeholders' needs, we are also all part of the larger Delaware County community. Programs created by the County have the responsibility to provide the opportunity for equity within and across communities.³(For example, a countywide translation of documents provides equitable access to local communities with both higher and lower populations of non-English speakers. This addresses different equitable access needs through one countywide action.)*
- *Support, improve, and grow existing highly effective county, community, and school programs and practices.*
- *Invite and bring together diverse perspectives, consider which perspectives and voices might be missing, and work to fill in gaps of lived experience knowledge when making decisions that impact communities.*
- *Optimize operational efficiency and ensure the sustainable allocation of county resources with each recommendation.*

The Request for Proposal, if approved, would seek to determine the provider(s) best suited to initiate services within the schools and work cooperatively and in conjunction with the Healthy Kids, Healthy Schools Initiative. The timing is such that the process could occur during the summer, with an anticipated implementation at the beginning of the upcoming school year.

Request:

Delaware County Human Services is requesting to issue a Request for Proposal for the Student Assistance Program. Funding for this program will be through the Human Services Block Grant and potentially through the HealthChoices program.



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Caitlyn Brown, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Amend Contract #DA 305/21 between the Department of Human Services, Drug and Alcohol, and RCA MAT PA LLC dba Delaware County Healthcare Clinic to add a Start-Up fee for services and to expand the following services Outpatient, Intensive Outpatient, and Medication Assisted Treatment. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1222-xxxx-631000

ESTIMATED/ACTUAL COST OF REQUEST: Start-Up \$83,302, Ongoing - Fee For Service

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Program Description and Budget related to this request for Amendment #2

ATTACHMENTS:

- [Program Description_RCA MAT PA LLC dba Delaware County Healthcare Clinic_DA_305_21.pdf](#)
- [Budget_RCA MAT PA LLC dba Delaware County Healthcare Clinic_DA_305_21.pdf](#)



Delaware County Healthcare Clinic
A Recovery Centers of America Company

PROGRAM DESCRIPTION

Delaware County Healthcare Clinic is an outpatient substance abuse facility whose mission is to provide comprehensive, high quality addiction treatment services and to be a community resource in the prevention, reduction, and elimination of harm caused by substance abuse for the surrounding communities.

These services include:

- Medications for Addictions Treatment including:
 - Methadone Maintenance
 - Suboxone Maintenance
 - Subutex Maintenance
 - Sublocade Maintenance
 - Vivitrol Maintenance
- Medically supervised opiate withdrawal
- Substance Abuse counseling (individual, group, and family) for individuals on medications for addictions treatment maintenance and medication maintenance free:
 - ASAM Level 1 (less than 9 hours per week)
 - ASAM Level 2.1 (between 9 and 19 hours per week)
- Nursing services
- Limited Medical services
- Laboratory services (urine drug testing, urinalysis, TB testing, Syphilis screening and testing as required by state regulations)
- HIV counseling at selected sites
- Referrals and Linkage Agreements (Prenatal care, vocational screening, pain management, nutritional counseling, emergency dosing, etc.)
- Coordination of services for patients with co-occurring disorders.
- Office Based Opioid Treatment (OBOT) Program for Suboxone

This agency shall only offer the appropriate level of care for this modality of outpatient substance abuse facility categorized in terms of minimum service hours, types of counseling and level of care as defined by the American Society of Addiction Medicine (ASAM) Patient Placement Criteria (ASAM PPC). ASAM Patient Placement Criteria are the most widely accepted contemporary clinical standards for placing individuals seeking treatment in appropriate levels of substance abuse care. The Medical Director will be a recognized ASAM / ABAM physician.

Individuals who do not meet the levels of care provided by Delaware County Healthcare Clinic will be referred to appropriate services. Delaware County Healthcare Clinic complies with applicable federal, state, and local laws, rules and regulations.

1-800-RECOVERY | RecoveryCentersOfAmerica.com/DelawareCounty

53 North Union Avenue Lansdowne PA 19050



Delaware County Healthcare Clinic

A Recovery Centers of America Company

TARGET POPULATION

The facility will provide outpatient opioid treatment and outpatient substance abuse treatment services to adults aged 18 and older. The service array will support person centered treatment planning, coordination of care, as well as transition and after care planning for individuals seeking comprehensive professional care recognizing the dignity of all persons seeking treatment through medication for addictions treatment or treatment without the use of medications. The belief is that successful change can be achieved through the utilization of medical, psychological and socially focused modalities in an integrated treatment setting.

Service array shall incorporate:

- Medication Assisted Treatment (MAT) services
 - Induction, stabilization & maintenance
 - Methadone
 - Suboxone
 - Subutex
 - Sublocade
 - Vivitrol
- Medically supervised withdrawal
- Individual, group and/or family counseling
- Medical & Nursing services
- Laboratory services (urine drug toxicology, routine urinalysis, serum panels and potentially infectious disease /health screenings as required by state, federal & accreditation regulations)
- Referrals and Linkage Agreements
 - Coordination of care for medical, mental health & behavioral health care
 - Vocational services
 - Nutrition & wellness
 - Infection disease screenings
 - Ancillary support services
 - Continuation of Operations / Emergency Dosing
 - Transitional and after-care planning

PROVIDER	RCA MAT PA LLC dba Delaware County Healthcare Clinic
DUNS Number	
Federal Identification Number	83-0634749
Contact Person	Laura Fidorowicz
Contact Email	lfidorowicz@recoverycoa.com
Contact Phone	484-680-0675
PROGRAM/SERVICE	MAT IOP & OP
CURRENT CAPACITY	0
INCREASED CAPACITY	175
ANTICIPATED START DATE FOR INCREASED CAPACITY	7/1/2022
TOTAL REQUIRED COSTS	\$ 277,772.64
Start-up	\$ 83,302.00
Annual Costs	\$ 194,470.64

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 23,252.00
1. Wages and Salaries	\$ 23,252.00
2. Employee Benefits	
3. Miscellaneous Personnel	
B. Operating Expenses	\$ 16,000.00
1. Occupancy	
2. Communications	
3. Program Supplies	
4. Treatment & Supportive Supplies	
5. Transportation	
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 16,000.00
a.IT Computer Costs	\$ 16,000.00
b. Single Audit	
c.	
d.	
e.	
f.	
C. Equipment & Other Fixed Assets	\$ 44,050.00
1. Purchase of Fixed Assets	\$ 35,250.00
2. Repairs & Improvement of Fixed Assets	\$ 8,800.00
II. PROGRAM COSTS (Sum of A, B and C)	\$ 83,302.00
III. ADMINISTRATIVE COSTS	\$ -
VI. TOTAL COSTS	\$ 83,302.00

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 410,837.48
1. Wages and Salaries	\$ 315,891.00
2. Employee Benefits	\$ 88,449.48
3. Miscellaneous Personnel	\$ 6,497.00
B. Operating Expenses	\$ 81,734.00
1. Occupancy	
2. Communications	
3. Program Supplies	\$ 3,300.00
4. Treatment & Supportive Supplies	\$ 3,434.00
5. Transportation	
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 75,000.00
a. Single Audit	\$ 75,000.00
b.	
c.	
d.	
e.	
f.	
C. Equipment & Other Fixed Assets	\$ -
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ 492,571.48
III. ADMINISTRATIVE COSTS	\$ 2,620.16
IV. TOTAL COSTS (Sum of II and III)	\$ 495,191.64
V. REVENUE	\$ 300,721.00



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Theresa Shepherd, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Amend Contract #MH 22/21 between the Department of Human Services, Mental Health and Holcomb Behavioral Health Systems to add Outpatient services to their agreement. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1022-xxxx-631000

ESTIMATED/ACTUAL COST OF REQUEST: Start-Up \$3,150 - Ongoing Services - Fee For Service

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Program Description and Budget related to this request for Amendment #2.

ATTACHMENTS:

- [Holcomb_Behavioral_Health_Program_Description_MH_22_21.pdf](#)
- [Holcomb_Behavioral_Health_Budget-MH_22_21.pdf](#)

Outpatient Treatment Services

1) Identifying Information

- A. Agency Name: Holcomb Behavioral Health Systems
- B. Address: 225 S. 69th St. Upper Darby, Pa. 19082
- C. Program Name: Mental Health Outpatient
- D. Telephone: Upper Darby Office - 610 352 8943
- E. Director: Heather Terrible
- F. Coordinator: Currently Vacant

Population Served:

Outpatient services work with all individuals (adults, children/adolescents and families) who are experiencing mental health, substance use problems or co-occurring issues. The agency is available to provide comprehensive traditional outpatient and intensive outpatient services based upon clinical need.

Hours of Operation:

Services are provided Monday through Thursday between the hours of 9 am to 8 pm, Friday 9 am to 5 pm, and Saturday by appointment.

Screening and Admission Criterion:

Referrals are received directly by the Intake department from various public and private sources. Individuals eligible for outpatient treatment include individuals with mental/behavioral health difficulties, substance use problems and relationship/family problems. Exclusion criteria includes: any individual presenting with acute psychiatric and/or behavioral instability necessitating a level of care greater than intensive outpatient services; significant risk of injury to self or others; or an inability to productively participate in office-based treatment.

Admission criteria are reviewed at the time of each referral to determine appropriateness of level of care. Initial screening is conducted to determine that outpatient or intensive outpatient services are the most probable level of care indicated and to determine if presenting problems reflect mental health, substance use or co-occurring issues.

The Admission Process:

Referrals may be made directly by the client, family, human service system or through his/her funding source. If the referral is not received directly from the client, the client will be contacted by the Clinical Support Services department within 24 hours and offered an appointment within 5 working days for routine referrals. Those clients experiencing a mental health emergency and in need of immediate services will be referred to crisis services. Urgent referrals are accommodated within 24 hours, unless otherwise agreed to by the referred client. The admission process includes a comprehensive evaluation conducted by a mental health professional, addictions counselor, psychiatrist or nurse practitioner.

Assessment and Evaluation Services:

A comprehensive evaluation (including a detailed biopsychosocial history, diagnosis and mental status assessment) is completed at the initial meeting by a mental health professional, addictions counselor, psychiatrist or nurse practitioner. Clinical impressions and recommendations of each assessment are reviewed with the client and their funding source to determine level of care and to develop the client's initial treatment plan. Admission criteria includes that the client has a DSM-5 diagnosis and can be adequately maintained at an outpatient or an intensive outpatient (IOP) level of care. Otherwise, the agency does not maintain any standardized exclusionary criteria for outpatient services. All clients will be offered treatment services if the appropriately qualified staff are available to meet the client's clinical needs, based upon consultation with the Outpatient Coordinator or the Clinical Director.

Service Delivery System:

The professional staff utilizes various treatment modalities including individual, family, marital and group counseling, case management and crisis intervention. The agency's outpatient services have the ability to provide short-term intensive counseling several times per week for stabilization purposes. Intensive outpatient services are available for adults and adolescents, for either mental health, substance use and/or co-occurring issues. Psychiatric evaluations and medication management are available to clients as needed. Services are generally provided in the office, but may be provided in the home or in the community when necessary. Psychiatric back-up is available for consultation during regular service hours.

Continued Stay Criteria:

Clients are eligible to continue with outpatient services as long as they continue to actively participate in services, working on appropriate treatment goals as defined in their individualized treatment plan, demonstrating adequate progress toward treatment objectives.

Outcome and Methods for Measuring Progress:

Progress is measured in conjunction with the client by evaluating his/her current status at regular intervals with regards to measurable behavioral treatment goals and objectives, which are developed by mutual consent within 15 days of admission. Treatment plans are reviewed and updated, at minimum, every 120 days or 15 sessions. Length of stay and type of discharge are also used to assess treatment effectiveness. The Achenbach Adult Self-Report and the Achenbach Child Behavior Checklist (CBCL) are administered to adults and children/adolescents, respectively, pre- and post-treatment to assess treatment efficacy. Satisfaction surveys are also utilized twice a year to obtain client feedback.

Emergency Services and Crisis Intervention:

Emergency and crisis service are provided through a combination of agency resources and other community systems, including crisis centers, hospitals and crisis residential programs. Crisis services may be provided by the agency's 24-hour crisis services, Valley Creek Crisis. Staff at Valley Creek Crisis can assist clients in crisis, triaging situations and directing them to appropriate community crisis services, as needed.

Discharge Criteria:

Discharge is determined by various criteria including the client's meeting of treatment goals, his/her interest in continued participation in treatment and the continued appropriateness of the

level of care. In situations where a client fails to show for treatment, several attempts to contact the client by phone and/or letter will be made. If there continues to be a lack of response following a 30-day period without contact, a letter will be sent stating the agency's intent to terminate treatment if the client fails to respond within 2 weeks.

Post Discharge Planning:

Aftercare planning is an active part of treatment beginning at the time of admission. Coordination is provided with other services and for providers who will continue with treatment at either a higher or lower level of care following discharge.

Staffing and Supervisory Structures:

The Outpatient Coordinator reports administratively to the Regional Director and clinically to the Clinical Director, who have ultimate responsibility for the administrative and clinical functioning of the program, respectively. The Outpatient Coordinator, with the assistance of the Clinical Supervisor, supervises all outpatient clinicians, regardless of their background, degree or licensure status. Outpatient services are staffed by masters and doctoral level therapists possessing a wide range of professional backgrounds with various specialization and areas of expertise. Both licensed and unlicensed clinicians comprise the outpatient staff.

PROVIDER	Holcomb Behavioral Health Systems
DUNS Number	002915643
Federal Identification Number	23-2093566
Contact Person	Heather Terrible
Contact Email	heather.terrible@holcombbhs.org
Contact Phone	484-626-2920
PROGRAM/SERVICE	MH Outpatient 10106-3000
CURRENT CAPACITY	260
INCREASED CAPACITY	300
ANTICIPATED START DATE FOR INCREASED CAPACITY	7/1/2022
TOTAL REQUIRED COSTS	\$ 192,967.66
Start-up	\$ 3,150.00
Annual Costs	\$ 189,817.66

BUDGET

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 500.00
1. Wages and Salaries	
2. Employee Benefits	\$ -
3. Miscellaneous Personnel	\$ 500.00
B. Operating Expenses	\$ 2,000.00
1. Occupancy	
2. Communications	\$ 1,000.00
3. Program Supplies	\$ 1,000.00
4. Treatment & Supportive Supplies	
5. Transportation	
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ -
C. Equipment & Other Fixed Assets	\$ -
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ 2,500.00
III. ADMINISTRATIVE COSTS	\$ 650.00
VI. TOTAL COSTS	\$ 3,150.00

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 127,555.64
1. Wages and Salaries	\$ 104,530.97
2. Employee Benefits	\$ 22,024.68
3. Miscellaneous Personnel	\$ 1,000.00
B. Operating Expenses	\$ 21,093.29
1. Occupancy	\$ 5,200.00
2. Communications	\$ 5,600.00
3. Program Supplies	\$ 1,000.02
4. Treatment & Supportive Supplies	\$ 800.00
5. Transportation	\$ 1,500.00
6. Purchased Treatment Services	\$ -
7. Miscellaneous Operating Expenses (Identify below)	\$ 6,993.27
7030 - REPAIRS & MAINTENANCE	\$ 2,443.27
7040 - MINOR REPAIR BLDG	\$ 700.00
7050 - HOUSEKEEPING SUPP	\$ 500.00
7090 - UTILITIES GAS & ELECTRIC	\$ 1,200.00
7150 - Miscellaneous	\$ 1,500.00
8500 - DEPRECIATION EXPENSE	\$ 650.00
C. Equipment & Other Fixed Assets	\$ 2,000.00
1. Purchase of Fixed Assets	\$ -
2. Repairs & Improvement of Fixed Assets	\$ 2,000.00
II. PROGRAM COSTS (Sum of A, B and C)	\$ 150,648.93
III. ADMINISTRATIVE COSTS	\$ 39,168.72
IV. TOTAL COSTS (Sum of II and III)	\$ 189,817.66
V. REVENUE	\$ -
VI. TOTAL COUNTY COSTS ELIGIBLE (IV LESS V)	\$ 189,817.66



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Ashley Farr, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Amend Contract #MH 97/21 between the Department of Human Services, Mental Health, and Mental Health Partnerships to add Certified Peer Specialist Training and Blended Case Management. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1022-xxxx-631000

ESTIMATED/ACTUAL COST OF REQUEST: Start-Up \$275,747.78-Certified Peer Specialist, Start-Up \$338,700.32-Blended Case Management

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Program Description and Budget related to this request for Amendment #1.

ATTACHMENTS:

- [MentalHealthPartnerships_ProgramDescription_MH_97_21_Blended](#)
- [MentalHealthPartnerships_ProgramDescription_MH_97_21_CAPS](#)
- [MentalHealthPartnerships_Budget_MH_97_21_Blended](#)
- [MentalHealthPartnerships_Budget_MH_97_21_CAPS](#)

Blended Case Management - Delco

SERVICE DELIVERABLES

CONTRACT PERIOD: 7/1/22-6/30/23

CONTACT: Teresa Havers

PROGRAM OVERVIEW/DESCRIPTION: Targeted Case Management is a primary, direct service provided to adults with serious mental illness who live in the community. TCM is designed to ensure that individuals gain access to needed medical, social, educational services as well as other agencies whose functions are to provide the support, training and assistance required for a stable, safe and healthy community life.

Blended Case Management has both the intensive and resource coordination component for access to community resources. It is designed to assist participants to gain access to community agencies, services and professionals whose functions are to provide the support, training and assistance required for a stable, safe and healthy community life. This means that we offer a more intensive level of support for individuals with a serious mental illness (SMI) who may also have significant substance use challenges. We have the ability to adjust the intensity of services provided to meet the individual needs of the participant without them needing to change service providers. It is recommended for persons who experience homelessness and have frequent times of crisis; at least 2 hospitalizations, up to 6 days each. These individuals may be unable to obtain or maintain a safe place to live or to identify, access and utilize needed treatment, family and/or community services.

TARGET POPULATION: The target population are homeless individuals who are experiencing severe and pervasive mental health challenges with or without co-occurring substance use. We also serve individuals with a history of unsuccessful outpatient treatment.

OUTCOMES/GOALS: The ultimate goal is for participants to live healthy, independent, self-sufficient lives and no longer need case management services. Participants should be empowered (despite mental health challenges) to live full and satisfying lives, based on their specific needs and choices, all while remaining connected to their families, friendships and communities.

REFERRAL SOURCES: The TCM program receives case management referrals directly from the county, local hospitals, shelters, Safe Havens, advocacy, therapists, PCPs and other provider agencies. The designated TCM Program staff reviews the participants background history and contacts the county to find out if they are already receiving services with another agency. Delco will approve case management services for all participants.

ADMISSION CRITERIA: Referring participants must need support around accessing housing, obtaining or maintaining a safe place to live or identifying, accessing and utilizing needed

PROGRAM DESCRIPTION

treatment, family and/or community services. Participants may or may not also have a co-occurring substance use issue. Eligibility is based on MH diagnosis, MH treatment history, Global Level of Functioning and Medical Necessity Criteria.

CONTINUED STAY CRITERIA: Concurrent reviews are completed annually of the Agency Caseload List (ACL). A Face Sheet must be attached to the ACL for each participant that the agency is requesting reauthorization.

- Face Sheets must reflect the continued service criteria (completed within the first 30 days and then monthly).
- Copies of all PGP's of each eligible participant. The PGP of an eligible participant must reflect his or her goals that address the participants's identified need of renewed TCM service. (Completed within the first 30 days, progress toward goals updated monthly and review of goals every 6 months to reassess if goals are still applicable).
- Service documentation that addresses the progress toward the identified personal goals.

DISCHARGE CRITERIA: Discharge occurs when a participant 1) is deceased 2) is unable to locate (30 days or more) 3) is no longer in need 4) does not want services 5) is no longer considered a Delaware County resident and has relocated 6) is admitted to a long term care nursing home, long term inpatient hospitalization and/or incarceration 7) incarcerated out of county for an expected time of more than 3 months.

SCOPE OF SERVICES: The case managers are to solidify community resources and support for the participant. This includes, but is not limited to: connection to outpatient treatment, day programs, aide in identifying stable housing, help with income and benefits, assistance with transportation and travel training, help identifying resources for meaningful daytime activity for appropriate socialization, establishing supports with ADLS, building on life skills, connection to home healthcare, coordination of medication management services, providing help with coordination of health screenings, accessing services for examination for and treatment of minor health problems, consultations for and referrals to next levels of care for other health problems and advocacy with the legal, medical and psychiatric communities. Participants and case managers will create goals based on their needs and wants. The foundation of services is built on a strong, trusting relationship between the participant and TCM. Goals are strength-based, focus on promoting supportive recovery and are participant driven. TCM also coordinates with treatment sites, and group homes to facilitate the best outcomes.

STAFFING: 1 Program Supervisor for every 7 TCM's (fully staffed). There is also an APN and a psychiatric LPN nurse case manager, as needed. The number of TCM's are determined based on program need and the number of participants served. Every TCM must have a Bachelor's degree with major course work in one of the following areas: sociology, social work, psychology, gerontology, anthropology, criminal justice, theology, nursing, counseling or education. At least two years of behavioral healthcare experience. Case Managers work 40 hours per week, servicing a caseload of 17-25 participants, with the ideal caseload being 20. Case Managers have a flexible schedule, work between the hours of 8 AM and 6 PM, Monday through Friday.

Program Supervisors have to have a Masters degree with 2 or more years of experience in mental health/human services. Typical hours are Monday through Friday, 9 a.m.-5 p.m.; however, the Program Supervisor needs to be available to meet program needs and support TCM's and participants.

CENSUS: 125 max capacity based on staffing above

CASE MANAGEMENT:

- Psychiatric consultation may be provided upon request and is based on APN availability and participants willingness to be seen.
- Medication management and psychiatric evaluation may be provided via the APN depending on availability and consent. Most often, psychiatric services will be coordinated through contact with the prescribing physician that the participant uses, provided consent is given.
- On-call 24/7 for psychiatric hospitalizations; participants will be contacted via telehealth within 24 hours of hospitalization and/or the hospital Social Worker will be contacted by the TCM or TCM Supervisor. The Program Supervisor, or the on call Program Supervisor will assign and determine what requires immediate attention.
- Notes are entered into Credible within 48 hours. All case, travel and corresponding signature forms should be completed, and ready for final submission and approval by the Program Supervisor on a week to week basis.

CAPS TRAINING

FY2023 Service Deliverables

As one of the three State Office of Mental Health and Substance Abuse Services (OHMSAS) and Pennsylvania Certification Board (PCB) approved vendors for Peer Specialist Certification (CPS and CPS Supervisors), the Insitute@MHP will provide the following training deliverables for FY23:

One Community Autism Peer Specialist (CAPS) Training (75 hours)

This hybrid Community Autism Peer Specialist (CAPS) Training is designed to provide each learner with the foundational knowledge, values and skills to work as a Community Autism Peer Specialist in Pennsylvania. This 75-hour training is delivered with a combination of in person training for half days, and asynchronous activities and assignments that are delivered and evaluated through the Canvas learning management system (Independent Sessions). The course content is designed to be engaging and interactive, with numerous opportunities for self-reflection, discussions, skill-building activities to reinforce course concepts. The course is delivered by instructors who are Community Autism Peer Specialist and instructors with a background in teaching individuals on the spectrum.

Scope of Work

The Institute@MHP will develop and deliver a Community Autism Peer Specialist training for up to 60 residents of Delaware county, who are on the Autism Spectrum. During the fiscal year of 2022-2023. There will be 6 cohorts with 10 students in each class. This 75 hour training will be over the course of 3 weeks and will be a hybrid of in-person instruction and asynchronous learning with access to individual instruction.

The hybrid CAPS Training is designed to meet the unique needs of individuals on the spectrum and accommodations will be provided to ensure success. Included in this curriculum will be the following topics:

- History of Autism, peer support and the recovery movement
- Recovery Values
- Wellness Recovery Action Planning (WRAP)
- Storytelling in Peer Support
- Peer Support Core Competencies
- Outreach and Engagement
- Stages of Change- theory and application
- Introduction to Motivational Interviewing
- Trauma and trauma-informed care
- Professional Ethics and Power
- Boundaries
- Self-Disclosure
- Mandated Reporting and Confidentiality

- Documentation
- Mental Models
- Navigating cultural differences
- Supporting transitions
- Moving into CAPS Work

Prior to the start of the coursework, learners will participate in two orientation sessions and receive individualized support to ensure that all learners understand how to use the technology and course expectations are communicated clearly. In addition to the content topics, learners will be introduced to mindfulness practices and other tools for self-care.

Eligibility: Who is this training for?

Referrals for this training will come from the CAPS program at MHP and County staff. The training is designed for individuals on the Autism Spectrum who have a passion for using their own experiences to support other Autistic people in their community to feel empowered, achieve their goals, and meaningfully participate in all areas of life. An ideal candidate will identify as having had experience working on their own wellness through utilizing a variety of supports like mentoring, personal self-care practices, behavioral health services, or other methods.

To qualify for this training, applicants must be:

- 18 years of age or older,
- Hold at least a high school diploma or equivalent, and
- Identify as an individual on the Autism Spectrum (and be able to provide documentation of their Autism Spectrum diagnosis).

Four (4) Quarterly Reports

Quarterly data reports will be submitted to Delco no later than the 15th of the following months for training occurring in the prior quarter: October 2022, January 2023, March 2023 and June 2023. The data report will include:

- Total number of training events which occurred during preceding quarter
- The name and total number of participants in each training event
- Pre and post test summary without participant identifiers for trainings in which a test is administered.

One (1) Comprehensive Annual Report

The annual Institute@MHP report will reflect the following and will be submitted no later than August 1, 2023:

Total number of candidates who were accepted and successfully completed the following trainings in FY22 (July 1, 2022 - June 30, 2023)

PROVIDER	MENTAL HEALTH PARTNERSHIPS
DUNS Number	153975412
Federal Identification Number	23-1425035
Contact Person	Racquel Assaye
Contact Email	rassaye@mhphope.org
Contact Phone	267-507-3989
PROGRAM/SERVICE	Delco Blended Case Management
CURRENT CAPACITY	0
INCREASED CAPACITY	125
ANTICIPATED START DATE FOR INCREASED CAPACITY	7/1/2022
TOTAL REQUIRED COSTS	\$ 1,090,096.17
Start-up	\$ 338,700.32
Annual Costs	\$ 751,395.85

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 211,826.38
1. Wages and Salaries	\$ 142,574.00
2. Employee Benefits	\$ 52,752.38
3. Miscellaneous Personnel	\$ 16,500.00
B. Operating Expenses	\$ 96,083.00
1. Occupancy	\$ 71,663.00
2. Communications	\$ 1,250.00
3. Program Supplies	\$ 8,370.00
4. Treatment & Supportive Supplies	\$ 4,000.00
5. Transportation	\$ 2,300.00
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 8,500.00
a. Printing & Copying	\$ 2,000.00
b. Postage & Shipping	\$ 500.00
c. Dues & Publications	
d. Leases	\$ 6,000.00
e.	
f.	
C. Equipment & Other Fixed Assets	\$ -
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ 307,909.38
III. ADMINISTRATIVE COSTS	\$ 30,790.94
VI. TOTAL COSTS	\$ 338,700.32

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 593,979.14
1. Wages and Salaries	\$ 427,722.00
2. Employee Benefits	\$ 158,257.14
3. Miscellaneous Personnel	\$ 8,000.00
B. Operating Expenses	\$ 81,740.00
1. Occupancy	\$ 34,990.00

2. Communications	\$	3,750.00
3. Program Supplies	\$	2,000.00
4. Treatment & Supportive Supplies	\$	11,000.00
5. Transportation	\$	6,900.00
6. Purchased Treatment Services		
7. Miscellaneous Operating Expenses (Identify below)	\$	23,100.00
a. Printing/Copying/Advertising	\$	2,000.00
b. Postage	\$	2,000.00
c. Interest		
d. Equipment Repairs	\$	2,000.00
e. Leases	\$	17,100.00
f. Dues and Membership		
C. Equipment & Other Fixed Assets	\$	7,368.00
1. Purchase of Fixed Assets	\$	
2. Repairs & Improvement of Fixed Assets	\$	7,368.00
II. PROGRAM COSTS (Sum of A, B and C)	\$	683,087.14
III. ADMINISTRATIVE COSTS	\$	68,308.71
IV. TOTAL COSTS (Sum of II and III)	\$	751,395.85
V. REVENUE		
VI. TOTAL COUNTY COSTS ELIGIBLE (IV LESS V)	\$	751,395.85

PROVIDER	MENTAL HEALTH PARTNERSHIPS
DUNS Number	153975412
Federal Identification Number	23-1425035
Contact Person	Racquel Assaye
Contact Email	rassaye@mhphope.org
Contact Phone	267-507-3989
PROGRAM/SERVICE	Delco Peer Team
CURRENT CAPACITY	0
INCREASED CAPACITY	140
ANTICIPATED START DATE FOR INCREASED CAPACITY	7/1/2022
TOTAL REQUIRED COSTS	\$ 924,780.15
Start-up	\$ 275,747.78
Annual Costs	\$ 649,032.36

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 191,917.58
1. Wages and Salaries	\$ 118,334.00
2. Employee Benefits	\$ 43,783.58
3. Miscellaneous Personnel	\$ 29,800.00
B. Operating Expenses	\$ 51,259.00
1. Occupancy	\$ 25,709.00
2. Communications	\$ 2,000.00
3. Program Supplies	\$ 6,000.00
4. Treatment & Supportive Supplies	\$ 2,000.00
5. Transportation	\$ 2,500.00
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 13,050.00
a. Printing & Copying	\$ 1,500.00
b. Postage & Shipping	\$ 800.00
c. Dues & Publications	
d. Leases	\$ 10,750.00
e.	
f.	
C. Equipment & Other Fixed Assets	\$ 7,503.25
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	\$ 7,503.25
II. PROGRAM COSTS (Sum of A, B and C)	\$ 250,679.83
III. ADMINISTRATIVE COSTS	\$ 25,067.95
VI. TOTAL COSTS	\$ 275,747.78

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 489,852.42
1. Wages and Salaries	\$ 355,002.00
2. Employee Benefits	\$ 131,350.42
3. Miscellaneous Personnel	\$ 3,500.00
B. Operating Expenses	\$ 93,677.00
1. Occupancy	\$ 35,127.00

2. Communications	\$	5,000.00
3. Program Supplies	\$	2,000.00
4. Treatment & Supportive Supplies	\$	6,000.00
5. Transportation	\$	7,500.00
6. Purchased Treatment Services		
7. Miscellaneous Operating Expenses (Identify below)	\$	38,050.00
a. Printing/Copying/Advertising	\$	1,500.00
b. Postage	\$	800.00
c. Interest		
d. Equipment Repairs	\$	3,500.00
e. Leases	\$	32,250.00
f. Dues and Membership		
C. Equipment & Other Fixed Assets	\$	6,500.00
1. Purchase of Fixed Assets	\$	
2. Repairs & Improvement of Fixed Assets	\$	6,500.00
II. PROGRAM COSTS (Sum of A, B and C)	\$	590,029.42
III. ADMINISTRATIVE COSTS	\$	59,002.94
IV. TOTAL COSTS (Sum of II and III)	\$	649,032.36
V. REVENUE		
VI. TOTAL COUNTY COSTS ELIGIBLE (IV LESS V)	\$	649,032.36



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Theresa Shepherd, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Amend Contract # MH 20/21 between the Department of Human Services, Mental Health and Horizon House, Inc. to expand capacity for Mobile Psychiatric Rehabilitation. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1022-xxxx-631000

ESTIMATED/ACTUAL COST OF REQUEST: No cash - Fee For Service

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Program Description related to this request for Amendment #4.

ATTACHMENTS:
[Horizon_House_ProgramDescription.pdf](#)

V. MENTAL HEALTH PROGRAM NARRATIVE

1. Identifying Information:

- A. Program Name: MPR (MPR) (2362)
- B. Office Address: 2300 Providence Avenue, 3rd floor, Chester, PA 19013
- C. Telephone: 610-876-6947
- D. Director: Kathleen J. Ruger, M.A., L.P.C., County Director
- E. Supervisor: Karla Dunham-Ashby, Team Leader
Courtney Smith, Program Director

2. Program Philosophy:

Horizon House, in partnership with disabled individuals and their families, advocates and provides comprehensive community-based rehabilitation services. We create opportunities for those served to manage their lives through environments that emphasize individual strength and choice. Services have adopted the vision that: "Every individual served will have the opportunity for growth, recovery and inclusion in their community, have access to culturally competent services and supports of their choice, and enjoy a quality of life that includes family and friends". Mobile Psychiatric Rehabilitation is an intensive rehabilitation program designed to assist persons in improving their functioning with specific roles in living, learning, working and social environments. Services will be implemented in compliance with DPW Psychiatric Rehabilitation Medical Necessity Criteria and Standards.

3. Hours of Operation:

9am – 5pm, Monday – Friday. Hours may also be scheduled evening and weekends as needed to meet individual participant's needs.

4. Projected Length of Rehabilitation/Treatment:

Services are provided within a specific timeframe as determined by the participant's needs/goals.

5. Client Characteristics:

- A. Age range: 18 years or older
- B. State Priority Populations: 90% target group #1, 10% target group #2

6. Admission Criteria:

Admission will follow the DPW standards/mobile psychiatric rehabilitation utilization management guidelines. An individual must meet all of the following criteria:

- A. 18 years or older;
- B. DSM diagnosis (as defined in DPW standards);
- C. Resident of Delaware County;
- D. Interest/Willingness to participate in the services;
- E. Assessed area of functional impairment and skill/resource deficit consistent with individual's overall rehabilitation goal and readiness.

7. Intake Procedures:

- A. Referrals for mobile psychiatric rehabilitation are coordinated with the individual's case manager and the Psychiatric Rehabilitation Assessor including a recommendation from a Licensed Professional of the Healing Arts (LPHA).
- B. Referral packets are required and are generated by the Psychiatric Rehabilitation Assessor in collaboration with the case manager. The packet includes:
 - 1. Consent for release of information;
 - 2. Demographic Information
 - 3. Psychosocial history
 - 4. Treatment plan
 - 5. Psychiatric evaluation
 - 6. Psychiatric Rehabilitation Initial Assessment;
 - 7. Psychiatric Rehabilitation Initial Readiness Triage Instrument.

The approval of the referral packet is coordinated through the Psychiatric Assessor and the BSU case manager.

- C. Non Health Choices referrals for Mobile Psychiatric Rehabilitation are authorized by appropriate signatures on the Initial Readiness Triage Instrument. Treatment Authorization Requests are submitted to Magellan for all Health Choices referrals.
- D. The entitlement screen and liability process is completed by the BSU as appropriate.
- E. The program priority screen/eligibility is determined by the mobile psychiatric rehabilitation service in collaboration with the Psychiatric Rehabilitation Assessor and the BSU and Magellan.
- F. The clinical assessment is obtained through the referral packet and in collaboration with the Psychiatric Rehabilitation Assessor and the BSU.
- G. Mobile Psychiatric Rehabilitation staff will coordinate the intake to Mobile Psychiatric Rehabilitation services with the case manager and individual being referred to the program.

8. Case management Procedures:

Case management is provided by the BSU. The Mobile Psychiatric Rehabilitation staff will maintain a cooperative relationship with case management to assure that a comprehensive plan exists to support participants in improving their functioning in specific roles in living, learning, working and social environments. One of the goals of integrating planning and improving coordination would be to participate in the COMAP process.

9. Treatment/Rehabilitation Modalities:

This is a mobile community-based, recovery oriented service where the rehabilitation process takes place within a specific timeframe in the participant's natural environment, which could be their home, school, place of employment, or the community in general. There are three phases to this service, which include

assessment, planning and intervention. The participant is referred to the service by choice, having identified a difficulty in a specific skill or support area or having experienced dissatisfaction or dysfunction with a specific role or environment. The individual acknowledges a willingness and readiness to participate in the process.

Mobile Psychiatric rehabilitation is a combination of skill and support development, which may include any or all of the following activities: symptom management and medication management, health education, problem-solving techniques, assertiveness training, time management, communication and interpersonal skills, socialization skills, use of public transportation, self-care skills training, budgeting, nutrition, food planning and preparation, assistance with housing needs, community awareness, resource management, and management of mental health disabilities in community settings.

10. Psychiatric Services:

This program does not directly provide psychiatric services. Emergency and routine medical/psychiatric services are available to participants through Crozer Chester Medical Center, Community Hospital and Fitzgerald Mercy Hospital. Routine psychiatric services are the responsibility of a participant's BSU; Mobile Psychiatric Rehabilitation staff will work cooperatively with the BSU and other service providers. Emergency medical or psychiatric services may be initiated by the mobile psychiatric rehabilitation staff and subsequently communicated to the BSU.

11. Discharge Criteria:

Discharge will occur when: 1) the participant completes all goal work, 2) the participant chooses to no longer participate in the service, 3) the participant demonstrates inability to benefit from the service, 4) the participant chooses an alternative service, 5) there is a change in admission criteria status.

12. Follow-up Services:

Mobile Psychiatric Rehabilitation staff will attempt to contact a participant by phone and through other service providers. Correspondence will be sent to a participant and BSU when a participant discontinues service without prior notice or discharge planning. All planned discharges will include a discharge summary and recommended aftercare plan. For all discharged participants the goal of follow-up is to ensure that participants receive aftercare services based on their needs and interests.



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Caitlyn Brown, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Amend Contract #DA 57/21 between the Department of Human Services, Drug and Alcohol and Holcomb Behavioral Health Systems to add Start-Up fee for service and to add the following services Outpatient, and Intensive Outpatient. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1222-xxxx-631000

ESTIMATED/ACTUAL COST OF REQUEST: Start-Up \$23,310, Ongoing - Fee for Service

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Budget related to this request for Amendment #1

ATTACHMENTS:
[Budget_Holcomb Behavioral Health Systems_DA_57_21.pdf](#)

PROVIDER	<u>Holcomb Behavioral Health Systems</u>
DUNS Number	<u>002915643</u>
Federal Identification Number	<u>23-2093566</u>
Contact Person	<u>Heather Terrible</u>
Contact Email	<u>heather.terrible@holcombhhs.org</u>
Contact Phone	<u>484-626-2920</u>
PROGRAM/SERVICE	<u>Drug and Alcohol OP/IOP 10106-3010</u>
CURRENT CAPACITY	<u>0</u>
INCREASED CAPACITY	<u>unknown</u>
ANTICIPATED START DATE FOR INCREASED CAPACITY	<u>7/1/2022</u>
TOTAL REQUIRED COSTS	<u>\$ 343,954.95</u>
Start-up	<u>\$ 23,310.00</u>
Annual Costs	<u>\$ 320,644.95</u>

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 500.00
1. Wages and Salaries	
2. Employee Benefits	\$ -
3. Miscellaneous Personnel	\$ 500.00
B. Operating Expenses	\$ 18,000.00
1. Occupancy	
2. Communications	\$ 2,000.00
3. Program Supplies	\$ 1,000.00
4. Treatment & Supportive Supplies	
5. Transportation	
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 15,000.00
5045 - Recruiting	\$ 15,000.00
C. Equipment & Other Fixed Assets	
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ 18,500.00
III. ADMINISTRATIVE COSTS	\$ 4,810.00
VI. TOTAL COSTS	\$ 23,310.00

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 249,835.12
1. Wages and Salaries	\$ 205,942.94
2. Employee Benefits	\$ 43,392.18
3. Miscellaneous Personnel	\$ 500.00
B. Operating Expenses	\$ 4,645.00
1. Occupancy	\$ 1,000.00
2. Communications	\$ 1,200.00
3. Program Supplies	\$ 300.00
4. Treatment & Supportive Supplies	\$ 120.00
5. Transportation	\$ 225.00
6. Purchased Treatment Services	\$ -
7. Miscellaneous Operating Expenses (Identify below)	\$ 1,800.00
7030 - REPAIRS & MAINTENANCE	\$ 500.00
7040 - MINOR REPAIR BLDG	\$ 200.00
7050 - HOUSEKEEPING SUPP	\$ 500.00
7090 - UTILITIES GAS & ELECTRIC	\$ 300.00
7150 - Miscellaneous	\$ 300.00
8500 - DEPRECIATION EXPENSE	\$ -
8500 - DEPRECIATION EXPENSE	
1. Purchase of Fixed Assets	\$ -
2. Repairs & Improvement of Fixed Assets	\$ -
II. PROGRAM COSTS (Sum of A, B and C)	\$ 254,480.12
III. ADMINISTRATIVE COSTS	\$ 66,164.83
IV. TOTAL COSTS (Sum of II and III)	\$ 320,644.95
V. REVENUE	
VI. TOTAL COUNTY COSTS ELIGIBLE (IV LESS V)	\$ 320,644.95



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COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Caitlyn Brown, Human Services

ITEM TYPE: Purchase

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Purchase 20 twin extra-long size single beds, 6 full-size beds, 26 single drawer under-bed unit, 20 twin XL inverted seam mattresses, 6 full size inverted seam mattresses, 26 double wardrobe with shelves from Shell Outfitters for Child and Youth Services within the Department of Human Services in the amount of \$34,957.75. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1822-xxxx -710001 Capital Account for items over \$300

ESTIMATED/ACTUAL COST OF REQUEST: \$34,957.75

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See the attached supporting documentation.

- ATTACHMENTS:**
- [Summary Page.pdf](#)
 - [Shelter Outfitters Quote.pdf](#)
 - [American Bedding Mfg, Inc Quote.pdf](#)
 - [Commercial Supply Distribution, Inc. Quote.pdf](#)
 - [Furniture Concepts Quote.pdf](#)

Butler Human Services Furniture Quote.pdf
Norix Group, Inc Quote.pdf

Delaware County Human Services Purchase Request

Program Office: Children and Youth Services

Vendor: Shelter Outfitters

Items to be Purchased: 20 twin extra-long size single beds, 6 full beds, 26 single drawer underbed unit, 20 twin XL inverted seam mattresses, 6 full size inverted seam mattresses, 26 double wardrobes with shelves

Amount of Purchase: \$34,957.75

Funding:

Federal Funding Source(s):	<u>Promoting Safe and Stable Families CFDA #93.556</u>	Amount:	<u>\$34,957.75</u>

State Funding Source(s):		Amount:	

Other Funding Source(s):		Amount:	

County Funding:		Amount:	
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Available Budget:

SAP Account(s)	<u>1822-xxxx-710001 Capital Account for items over \$300</u>	Balance:	<u>\$20,355 funds to be transferred</u>

Purchase Statement:

Human Services-Children and Youth Services is requesting to purchase furniture for an emergency youth shelter in the city of Chester through funds from the Family Transition Act Funds.

Program Need for Requested Items:

Refuse to Quit Academy is establishing youth shelter in the city of Chester. Emergency shelter bed space is a significant need for Children and Youth Services, to ensure safe placement within the county for youth who require emergency placement in out-of-home care. Children and Youth Services seeks to utilize federal funding through the Family First Transition Act Funds to purchase needed furniture for the shelter.

Number of Bids Attached: 6

Bids Attached:

Vendor:	Amount:
American Bedding Mfg, Inc	41,974.00
Shelter Outfitters	\$34,957.75
Commercial Supply Distributors	\$43,842.34
Furniture Concepts	\$59,641.92
Butler Human Services Furniture	\$63,716.64
Norix Group, Inc	\$66,349.93

Rationale for Choosing Vendor:

Vendor is able to provide the needed furniture at the lowest cost.

Date Request Discussed with Human Services Director: February 4, 2022

Program Approval: [Signature] Date: 03.02.2022

Fiscal Approval: [Signature] Date: 03/02/2022

Human Services Director: Angelique Hierf / kmw Date: 5/26/2022



QUOTE

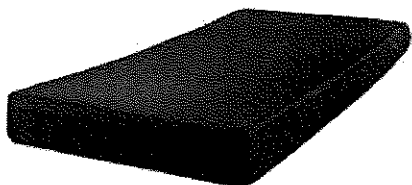
RTQ Academy
215 E 21st St
Chester Pennsylvania 19013
US

Date
Dec 08, 2021
Quote Number
21-1092-BMW

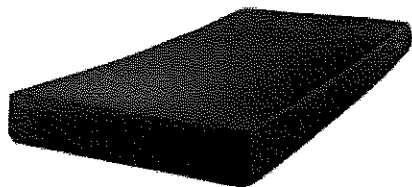
Shelter Outfitters
PO Box 27536
San Diego California 92198
US

Unit	Description	Stock	Quantity	Unit Price	Discount	Amount USD
604-S-3980	<p>Series 600 Single Bed 39" x 80" (Twin Extra Long). Can be used as a single bed or stacked to create bunk beds (bunk adapters available). 375lb weight capacity. 2" square post uprights and 1" square and 1/2" square cross tubes. Tubular deck and button hook in style connector. Rust Resistant, Epoxy powder coated finished.</p> <p>Dimensions: 39" x 80" (Twin Extra Long) Ends: 36.125" high. 22" clearance under deck.</p> 	4-6 weeks	20	285.00	0.00%	5,700.00
606-S-5475	<p>The Series 600 Single Full. Can be used as a single bed or stacked to create bunk beds Bunk adapters available. 375 lb weight capacity. 2" square post uprights and 1" square and 1/2" square cross tubes. Tubular deck and button hook in style connector. Rust Resistant, Epoxy powder coated finished.</p> <p>Dimenions: 54" x 75" (Full)</p> 	4-6 weeks	6	396.00	0.00%	2,376.00

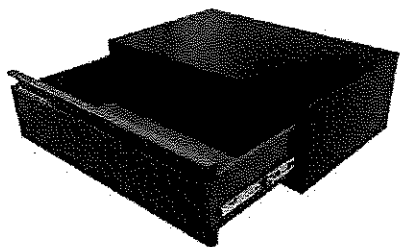
Unit	Description	Stock	Quantity	Unit Price	Discount	Amount USD
HDIS-1-TXL	Heavy Duty Inverted Seam Mattress Standard Twin XL. 39" x 80" x 7.25" Dual Core Mattress, 210 Denier Nylon Oxford/Urethane Coating- laminated with non-woven fire barrier is sewn with an inverted seam to prevent bed bug infiltration. Low profile innerspring encased in 2" of foam. Wrapped and sealed in a 4 mil plastic bag. Passes Boston Fire IX-11, Cal TB 129/ASTM 1590, Federal Standard 16 CFR 1632 (FF-72) and CPSC 16 CFR 1633 Flammability Test. 5 year pro-rated warranty. Made in USA.	3-6 weeks	20	249.00	0.00%	4,980.00



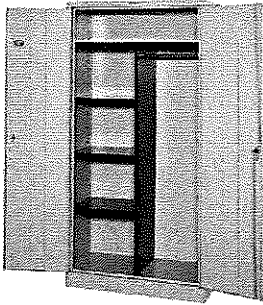
HDIS-1-F	Heavy Duty Inverted Seam Mattress Full. 54" x 75" x 7.25" Dual Core Mattress, 210 Denier Nylon Oxford/Urethane Coating- laminated with non-woven fire barrier is sewn with an inverted seam to prevent bed bug infiltration. Low profile innerspring encased in 2" of foam. Wrapped and sealed in a 4 mil plastic bag. Passes Boston Fire IX-11, Cal TB 129/ASTM 1590, Federal Standard 16 CFR 1632 (FF-72) and CPSC 16 CFR 1633 Flammability Test. 5 year pro-rated warranty. Made in USA.	3-6 weeks	6	299.00	0.00%	1,794.00
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M316-L	The durable Single Drawer Underbed Unit Lockable is a perfect way to utilize the space beneath your beds. The Single Drawer Underbed Unit is a heavy-duty construction and can be easily bolted together to form a double drawer unit. This locking version has a tab for a padlock for increased security.	6-8 weeks	26	258.00	0.00%	6,708.00
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Unit	Description	Stock	Quantity	Unit Price	Discount	Amount USD
MC721	<p>This Double Wardrobe with Shelves allows you to create additional closet and storage space in any room. This sturdy all welded steel cabinet utilizes full height piano hinges, pan reinforced doors, and a three point locking system with two handles to provide an extremely durable multi-purpose unit. This wardrobe comes with a hat shelf, a hanging bar and three adjustable shelves down one side of the wardrobe.</p> <p>Dimensions: 36.00"w x 18.00"d x 72.00"h</p> <p>Standard colors: Light Gray, Champagne, Blue and Black</p>	6-8 weeks	26	589.00	12.50%	13,399.75



Subtotal 34,957.75

Shipping 0.00

TOTAL USD 34,957.75

Terms

Ship on receipt of payment

This Quote is valid until December 15, 2021

American Bedding Mfg., Inc

PO Box 1048
Athens, TN 37371-1048

www.americanbeddingmfg.com

Voice: 800-203-2507
423-745-1512
Fax: 423-745-2772

QUOTATION

Quote Number: 31986
Quote Date: Mar 1, 2022
Good Thru: Mar 31, 2022

Quoted To:

RTQ Academy
215 E 21st St
Chester, PA 19013

Ship To:

RTQ Academy
215 E 21st St
Chester, PA 19013

Attn: James Coston
215.852.8558

Customer ID	Approx Ship Date	FOB	Payment Terms	Sales Rep
rtq	4 Weeks ARO	Factory	Prepay	Jordan Taylor
Quantity	Item	Description	Unit Price	Amount
20.00	pl380s	Platinum Series Metal Single bed, 38 x 76/80	309.50	6,190.00
10.00	pldemountkit	Demount Kit for Platinum Series Single Bed, One kit includes 4 glides and 4 post caps	14.00	140.00
6.00	pl560	Platinum Series Metal Bed, Full or Full XL size, 54 x 76/80	371.50	2,229.00
26.00	pl2under	Platinum Series 2-Drawer Under-Bed Chest	368.50	9,581.00
26.00	plwardrobekdd	Platinum Series Double Wardrobe, Knockdown; Unassembled in boxes	665.00	17,290.00
20.00	dom33xlox	Twin XL Innerspring mattress, 38 x 80, polysof fluid-proof fabric, - Complies with 16 CFR 1633 fire spec, Prototype ID # ISJF8; Fabric Color: Navy BBPS	115.00	2,300.00
6.00	dorm46312oxjf	Full Size Innerspring Mattress, 54 x 75, Nylon fabric, Complies with 16 CFR 1633 fire spec, Prototype ID # ISJF8; Fabric Color: Navy BBPS	235.25	1,411.50

To place this order, sign & date here and fax or email signed copy.

Subtotal	39,141.50
S & H	2,832.50
Sales Tax	
TOTAL	41,974.00

Customer is solely responsible to offload all items from truck. When receiving goods, any damage must be noted on the delivery receipt before the truck leaves. If damage is not noted, customer will be solely responsible for damaged goods.

By signing this quote, I acknowledge and agree with America Bedding's Damaged Freight Policy document.

Commercial Supply Distributors, Inc.

P.O. Box 273
 Bensalem, PA 19020
 215-770-2666

ESTIMATE

DATE	ESTIMATE #
1/19/2022	10974

TO
RTQ Academy James Coston

LEAD TIME	TERMS	PROJECT
6- 8 WEEKS		

QUAN	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
20	FURNITURE	HEAVY DUTY COMMERCIAL GRADE MT6000 METAL SINGLE BED WITH TUBULAR STEEL DECK BED BUG RESISTANT. 16 GAUGE STEEL WITH RUST RESISTANT EPOXY POWDER COATED FINISH WEIGHT CAPACITY UP TO 450 LBS PER SLEEP SURFACE SIZE: 38"W X 80"L X 74"H (TWIN EXTRA LONG) OVERALL FOOTPRINT: 40"W X 86"L X 36.25"H COLOR: BLACK *22" CLEARANCE UNDER BOTTOM SLEEP SURFACE	257.50	5,150.00
6	FURNITURE	HEAVY DUTY COMMERCIAL GRADE MT6000 METAL SINGLE BED WITH TUBULAR STEEL DECK BED BUG RESISTANT. 16 GAUGE STEEL WITH RUST RESISTANT EPOXY POWDER COATED FINISH WEIGHT CAPACITY UP TO 450 LBS PER SLEEP SURFACE SIZE: 54"W X 75"L X 74"H (FULL SIZE) OVERALL FOOTPRINT: 55"W X 82"L X 36.25"H COLOR: BLACK *22" CLEARANCE UNDER BOTTOM SLEEP SURFACE	359.50	2,157.00

Sales Tax...
Total

FREIGHT RATES ARE ESTIMATES ONLY
 AND SUBJECT TO CHANGE BASED
 UPON FUEL SURCHARGES

Commercial Supply Distributors, Inc.

ESTIMATE

P.O. Box 273
 Bensalem, PA 19020
 215-770-2666

DATE	ESTIMATE #
1/19/2022	10974

TO
RTQ Academy James Coston

LEAD TIME	TERMS	PROJECT
6- 8 WEEKS		

QUAN	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
20	MATTRESS	HEAVY DUTY COMMERCIAL GRADE BLUE NYLON SOFT LUX MATTRESS, INNERSPRING WATER PROOF, FLAME RETARDANT, ANTI-BACTERIAL, ANTI-FUGAL, BED BUG RESISTANT. MEETS MEETS 16 CFR PART 1633 SIZE: 38 "W X 80"L X 7.5"H (TWIN EXTRA LONG)	189.90	3,798.00
6	MATTRESS	HEAVY DUTY COMMERCIAL GRADE NYLON SOFT LUX MATTRESS, INNERSPRING WATER PROOF, FLAME RETARDANT, ANTI-BACTERIAL, ANTI-FUGAL, BED BUG RESISTANT. MEETS MEETS 16 CFR PART 1633 SIZE: 54 "W X 75"L X 7.5"H (FULL SIZE)	274.50	1,647.00
26	FURNITURE	HEAVY DUTY COMMERCIAL GRADE GALAXY SERIES TWO DRAWER UNDER BED STORAGE UNIT WITH ONE LOCKABLE DRAWER (PADLOCK HASP) RUST RESISITANT EPOXY POWDER COATED FINISH BED BUG RESISITANT 100 LB WEIGHT CAPACITY PER DRAWER SIZE: 60"W X 20"D X 10"H COLOR OPTIONS: BLACK, GREY, LT GREY, BLUE, OR TAN	439.50	11,427.00

Sales Tax...

Total

FREIGHT RATES ARE ESTIMATES ONLY
 AND SUBJECT TO CHANGE BASED
 UPON FUEL SURCHARGES

Commercial Supply Distributors, Inc.

P.O. Box 273

Bensalem, PA 19020

215-770-2666

ESTIMATE

DATE	ESTIMATE #
1/19/2022	10974

TO
RTQ Academy James Coston

LEAD TIME	TERMS	PROJECT
6- 8 WEEKS		

QUAN	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
26	FURNITURE	HEAVY DUTY COMMERCIAL GRADE GALAXY SERIES METAL DOUBLE DOOR WARDROBE WITH HAT SHELF AND HANGING BAR HANDEL HAS THREE POINT LOCKING MECHASIM AND WILL ACCEPT A STANDARD PADLOCK (PADLOCK NOT INCLUDED) RUST RESISITANT EPOXY POWDER COATED FINISH BED BUG RESISITANT SIZE: 36"W X 24"D X 78"H COLOR OPTIONS: BLACK, GREY, LT GREY, BLUE, OR TAN SHIPS FULLY ASSEMBLED	578.95	15,052.70
1	SHIPPING	SHIPPING METAL BEDS VIA COMMON CARRIER WITH LIFTGATE AND 24 HR NOTIFY PRIOR TO DELIVERY. DOES NOT INCLUDE CARRY OFF OR INSTALL	1,018.14	1,018.14
1	SHIPPING	SHIPPING MATTRESSES VIA COMMON CARRIER WITH LIFTGATE AND 24 HR NOTIFY PRIOR TO DELIVERY. DOES NOT INCLUDE CARRY OFF OR INSTALL	324.10	324.10
1	SHIPPING	SHIPPING GALAXY SERIES WARDROBES AND UNDERBED CHESTS VIA COMMON CARRIER WITH LIFTGATE. DOES NOT INCLUDE CARRY OFF OR INSTALL	3,268.40	3,268.40

Sales Tax...

Total

FREIGHT RATES ARE ESTIMATES ONLY
AND SUBJECT TO CHANGE BASED
UPON FUEL SURCHARGES

Commercial Supply Distributors, Inc.

P.O. Box 273
 Bensalem, PA 19020
 215-770-2666

ESTIMATE

DATE	ESTIMATE #
1/19/2022	10974

TO
RTQ Academy James Coston

LEAD TIME	TERMS	PROJECT
6- 8 WEEKS		

QUAN	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
		*PLEASE NOTE VOLUME PRICING DISCOUNT INCLUDED. PRICES CONTINGIENT ON QUANTITY.		

ESTIMATES ARE VALID FOR 30 DAYS

FREIGHT RATES ARE ESTIMATES ONLY
 AND SUBJECT TO CHANGE BASED
 UPON FUEL SURCHARGES

Sales Tax...	\$0.00
Total	\$43,842.34

American Bedding Mfg.,Inc

PO Box 1048
Athens, TN 37371-1048

www.americanbeddingmfg.com

Voice: 800-203-2507
423-745-1512
Fax: 423-745-2772

QUOTATION

Quote Number: 31986
Quote Date: Mar 1, 2022
Good Thru: Mar 31, 2022

Quoted To:
RTQ Academy 215 E 21st St Chester, PA 19013

Ship To:
RTQ Academy 215 E 21st St Chester, PA 19013
Attn: James Coston 215.852.8558

Customer ID	Approx Ship Date	FOB	Payment Terms	Sales Rep
rtq	4 Weeks ARO	Factory	Prepay	Jordan Taylor
Quantity	Item	Description	Unit Price	Amount
20.00	pl380s	Platinum Series Metal Single bed, 38 x 76/80	309.50	6,190.00
10.00	pldemountkit	Demount Kit for Platinum Series Single Bed, One kit includes 4 glides and 4 post caps	14.00	140.00
6.00	pl560	Platinum Series Metal Bed, Full or Full XL size, 54 x 76/80	371.50	2,229.00
26.00	pl2under	Platinum Series 2-Drawer Under-Bed Chest	368.50	9,581.00
26.00	plwardrobekdd	Platinum Series Double Wardrobe, Knockdown; Unassembled in boxes	665.00	17,290.00
20.00	dorm33xlox	Twin XL Innerspring mattress, 38 x 80, polysof fluid-proof fabric, - Complies with 16 CFR 1633 fire spec, Prototype ID # ISJF8; Fabric Color: Navy BBPS	115.00	2,300.00
6.00	dorm46312oxjf	Full Size Innerspring Mattress, 54 x 75, Nylon fabric, Complies with 16 CFR 1633 fire spec, Prototype ID # ISJF8; Fabric Color: Navy BBPS	235.25	1,411.50

To place this order, sign & date here and fax or email signed copy.

Subtotal	39,141.50
S & H	2,832.50
Sales Tax	
TOTAL	41,974.00

Customer is solely responsible to offload all items from truck. When receiving goods, any damage must be noted on the delivery receipt before the truck leaves. If damage is not noted, customer will be solely responsible for damaged goods.

By signing this quote, I acknowledge and agree with America Bedding's Damaged Freight Policy document.

Sales Quote Number: S-QU04985
 Sales Quote Date: February 28, 2022
 Quote Valid To: March 7, 2022
 Page 1 / 3

Sell To: RTQ Academy EFS
 James Coston
 215 E. 21st Chester
 Chester, PA 19013
 USA

Ship To: RTQ Academy EFS
 James Coston 215-852-8558
 215 E. 21st Chester
 Chester, PA 19013
 USA

Tax Exempt No
 Ship Via NO SPECIAL REQUIREMENTS OR
 EQUIPMENT - CUSTOMER UNLOAD
 Terms 50% DOWN, BALANCE 30 DAYS

Customer ID
 Sales person Jenn Kraemer

Qty	Item No.	Item Description	List Price	Disc. %	Disc. Price	Ext. Total
		<p>TOUGH STUFF! FURNITURE IS DESIGNED FOR GROUP LIVING ENVIRONMENTS & PROTECTED BY HEAVY-USE 10 YEAR STRUCTURAL WARRANTY! CUSHIONS & FABRIC 1 YEAR.</p> <p>FURNITURE QUOTED IS DESIGNED FOR GROUP ENVIRONMENTS & PROTECTED BY HEAVY-USE PLEASE ASK ME FOR DETAILS!</p> <p>MATTRESS QUOTED IS DESIGNED FOR HEAVY-USE GROUP LIVING ENVIRONMENTS. COVER IS FLUID-RESISTANT, MOLD-RESISTANT, MILDEW BACTERIA RESISTANT. INVERTED SEAM FOR AND IMPROVED BEDBUG RESISTANCE.</p> <p>** SPECIAL PRICING APPLIED BELOW **</p>				
20	2250	Crew's Panel Bed 20/20, 39x80 HONEY Tough Stuff by Furniture Concepts Classic Solid Wood Single Panel Bed for 39x80 Mattress. 20 In. Headboard / 20 In. Footboard. Protective Anti-Microbial Lacquer Finish. DIMS: FINISH: HONEY	992.00	55%	446.40	8,928.00
6	2300	Panel Bed Full, 54x75 HONEY Tough Stuff by Furniture Concepts Classic Solid Wood Full Panel Bed for 54x75 Mattress. Protective Anti-Microbial Lacquer Finish. DIMS: 58Wx80Lx36H 36" High Headboard and 28" High Footboard FINISH: HONEY	1,470.00	55%	661.50	3,969.00
		*CUSTOMER TO PROVIDE FOUNDATIONS				
20	1510CTSS-38X6D	FOAM MATT 38x80x6 Furniture Concepts Super Rugged Mattress. XL Foam Mattress with Fluid-Proof 10 oz. Correct	480.00	57%	206.40	4,128.00

Sales Quote Number: S-QU04985
 Sales Quote Date: February 28, 2022
 Quote Valid To: March 7, 2022
 Page 2 / 3

Sell To: RTQ Academy EFS
 James Coston
 215 E. 21st Chester
 Chester, PA 19013
 USA

Ship To: RTQ Academy EFS
 James Coston 215-852-8558
 215 E. 21st Chester
 Chester, PA 19013
 USA

Tax Exempt No
 Ship Via NO SPECIAL REQUIREMENTS OR
 EQUIPMENT - CUSTOMER UNLOAD
 Terms 50% DOWN, BALANCE 30 DAYS

Customer ID
 Sales person Jenn Kraemer

Qty	Item No.	Item Description	List Price	Disc. %	Disc. Price	Ext. Total
		Tick Vinyl Cover. Inside Lockstitch Seam for Extended Protection from Use & Abuse. Meets Flammability Code CFR Title 16 Part 1633. DIMS: 38x80x6				
6	1510CT-54X6D	FOAM MATT 53x74x6 Furniture Concepts Super Rugged Mattress. Foam Mattress with Fluid-Proof 10 oz. Correct Tick Vinyl Cover. Inside Lockstitch Seam for Extended Protection from Use & Abuse. Meets Flammability Code CFR Title 16 Part 1633. DIMS: 54x74x6	594.00	57%	255.42	1,532.52
26	4010	Classic Underbed Chest for 80" Mattress, HONEY Tough Stuff by Furniture Concepts 2 Drawer Underbed Chest. Honey Brown Protective Anti-Finish. DIMS: 79Wx19Dx9H FINISH: HONEY	1,102.00	55%	495.90	12,893.40
26	4310	Classic Double Wardrobe, Standard HONEY Tough Stuff by Furniture Concepts Classic Double Wardrobe with Hang Rod & Upper Shelf. Solid Wood with Protective Anti-Microbial DIMS: 40Wx23Dx68H FINISH: HONEY	2,230.00	55%	1,003.50	26,091.00
1		Shipping	4,200.00			4,200.00
1		Special One-Time Shipping Discount	-2,100.00			-2,100.00

DROP SHIP: CUSTOMER UNLOAD FROM TRUCK.
 NO LIFT GATE.

DELIVERY INSIDE CLOSEST DOOR AVAILABLE FOR ORDERS WITH FEWER THAN 20 ITEMS, ADD 15% TO GROSS ITEM COSTS. MUST NOTIFY SALES REP PRIOR TO PLACING ORDER. IF YOU OPT FOR THIS SERVICE.

LIFTGATE AVAILABLE FOR ADDITIONAL CHARGE.

Sales Quote Number: S-QU04985
 Sales Quote Date: February 28, 2022
 Quote Valid To: March 7, 2022
 Page 3 / 3

Sell To: RTQ Academy EFS
 James Coston
 215 E. 21st Chester
 Chester, PA 19013
 USA

Ship To: RTQ Academy EFS
 James Coston 215-852-8558
 215 E. 21st Chester
 Chester, PA 19013
 USA

Tax Exempt No
 Ship Via NO SPECIAL REQUIREMENTS OR
 EQUIPMENT - CUSTOMER UNLOAD
 Terms 50% DOWN, BALANCE 30 DAYS

Customer ID
 Sales person Jenn Kraemer

Qty	Item No.	Item Description	List Price	Disc. %	Disc. Price	Ext. Total
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IF YOU SELECT ANY OF THESE ADDITIONAL DELIVERY SERVICES, YOU MUST NOTIFY US AT TIME OF SALES APPROVAL.

** ORDERS OR PARTS OF ORDERS PAID BY CREDIT CARD WILL BE CHARGED A 2.5% PROCESSING FEE.

FREIGHT CHARGES SUBJECT TO CHANGE.

** THANK YOU FOR YOUR CONSIDERATION! **

Subtotal	59,641.92
Invoice Discount	0.00
Total Sales Tax	0.00
Total \$	59,641.92

Amount Subject to Sales Tax 0.00
 Amount Exempt from Sales Tax 59,641.92



877-852-0784
 ph: 804-897-3400
 fx: 804-897-0053

QUOTATION 87142

Net Price Quote For:

RTQ ACADEMY EFS
 426 EAST ALLEGHENY AVENUE
 STE 311
 PHILADELPHIA, PA 19134

413-A Branchway Road
 North Chesterfield, VA 23236

Cust # 056298 Price As Code: SA22V1

Date Created: 2/23/22
 Project:
 Required Date: 5/31/22

Ship To: RTQ ACADEMY EFS
 Delaware County Youth Academy c/o Dr.
 Lewis Hunt &
 215 E 21 ST

Sales Rep: MARK BUECHELE
 856-264-1519
 MBUECHELE@BUTLERHUMANSERVICES.COM

Contact: James E. Coston
 (267) 293-7987
 JAMES@RTQACADEMY.COM

SHIPPING AND INSTALL TBD

Line	Qty	Description	Net Each	Total
1	20	9616077 LENOX TWIN BED,HB, FB W/SB XL tag:	\$542.88	\$10,857.60
2	20	9656685 MATTRESS,DFIRM INNS,TWIN XL,38 tag:	\$303.42	\$6,068.40
3	6	9616083 LENOX DOUBLE BED,HB,FB W/SB tag:	\$663.00	\$3,978.00
4	6	9656686 MATTRESS,DFIRM INNSPR,DOUBLE tag:	\$453.18	\$2,719.08
5	26	9444702 CLASSIC WARDROBE W/SHELVES tag: 508 Clm Select Cherry 508 RH Handle - Routed EH Eyehooks Requested	\$1,063.14	\$27,641.64

6	26	9415504		\$478.92	\$12,451.92
		CLASSIC 3 DRAWER UNDERBED UNIT			
		tag:			
		508	CIm Select Cherry 508		

Subtotal:	\$63,716.64
Handling Charge:	\$0.00

(Tax, if applicable, is ESTIMATED. Final tax total will be calculated after the order is placed.)

Total*:	\$63,716.64
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Sauder® Manufacturing Co. means Sauder® Manufacturing Co.; Sauder Worship Seating®; Sauder Education®; Wieland; Butler Human Services®; and any affiliated, predecessor or successor entities

Postponed Delivery/Installation: Any order postponed 30 days or longer from the original estimated ship date listed on your order acknowledgement, without 60 days written notice will be subject to storage charges of \$300 per trailer/container per month and a onetime handling charge of \$360 per trailer/container. Any order postponed with less than 14 days notice will be subject to additional shipping, handling, and storage charges of up to \$1,000 per trailer/container per week. Payment will be due per the original terms. We will make every effort to reschedule postponed deliveries on customer's requested date. Due to other delivery commitments, we cannot guarantee delivery on the date you requested.

Delivery/Installation: Facilities must be ready to receive furniture. All construction must be complete before we can start delivery and installation. There must be free and clear easy access to the building where the furniture will be installed. Rooms, hallways, lobby, and entrance way must be empty and free and clear of all obstructions. All buildings with 3 or more floors must have working elevators free and clear of all obstructions and dedicated for the sole use of our installers during our installation. If upon arrival for delivery and installation, the conditions described in this paragraph are not met, Butler Human Services® will not start the installation. Butler Human Services® will charge customer any storage, additional labor, trucking, and expenses incurred due to the site not being ready to receive furniture as described in this paragraph.

Cancellations: No cancellations will be accepted after parts, fabrics, and or materials have been ordered for your order.

Returns: All returns must be pre-authorized by Butler Human Services®. Returns will be subject to a restocking fee.

Payment Terms: Payment is due upon receipt of invoice.

Collection Costs: Customer agrees to pay all costs of collection, including reasonable attorney fees, collection fees and court costs in the event customer fails to pay any charges when due.

Warranty: Butler Human Services® warranty is extended to the initial Purchaser for a 10 year period from the date of delivery. Proof of delivery is required for any claim. Butler Human Services® warrants that its manufactured products are free of defects in material and workmanship. Fully upholstered products: Fabric manufacturer warranty will apply for selected fabric. Foam is warranted to be free from defects in materials and workmanship for one (1) year. Wooden frames are guaranteed for a period of 10 years. The tempered steel mainframe deck is covered for one (1) year. Mattresses are not manufactured by Butler Human Services® and therefore are covered by the manufacturer's standard warranty. Under no circumstances shall Butler Human Services® be liable for incidental or consequential damages. Please see Butler Human Services® Warranty Statement for additional information.

Deposits: A 50% deposit is required with the order for: COM fabrics, modifications of standard items, custom items, and any non-standard item.

COM and Special Ordered Fabric: All COM and Special Order fabrics carry no warranty from Butler Human Services®. No changes or cancellations accepted after fabric ordered. Butler Human Services®. cannot control COM and Special Order fabric vendors' delivery therefore delivery dates will be quoted once fabric is received.

This quote is valid for 30 days from quote date.

Order Acknowledgement: Any changes to this order must be received by Butler Human Services® in writing within 3 business days of receipt of original signed quote/order. No changes or cancellations will be accepted after Butler Human Services® has ordered parts, fabrics, materials, etc. for your order. If you do not receive an order acknowledgement within 10 days, contact Butler Human Services® immediately as your order may not be placed.

Designate the contact you wish to receive the Order Acknowledgement (Choose one only)

Email: _____

Fax: _____

Mailing Address _____

X _____ Date _____

NORIX[®]

Quote

330

Norix Group, Inc
 One Innovation Drive
 West Chicago IL 60185-2033
 United States

Date 03/01/2022
 Quote # QUO537876
 Expires 03/31/2022
 Project Name Delaware County Youth Academy
 Terms Subject to Credit Approval
 Estimated Ship Date

Bill To

RTQ Academy EFS
 117 W. Gay Street
 Suites 114 & 116
 West Chester PA 19380
 United States

Contact Name

James Coston
 james@rtqacademy.com
 (267) 293-7987

Ship To




RTQ Academy EFS
 117 W. Gay Street
 Suites 114 & 116
 West Chester PA 19380
 United States



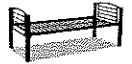

Partner

MidAtlantic Plus LLC : Paul, Nancy
 nancy@intensiveusefurniture.com
 (856) 232-0030

Customer Service Rep

Kayla, Prignano
 kprignano@norix.com
 (630) 818-3244

Line #	Item	Description	Image	Product Spec Sheet	Qty	Unit Price	Ext. Price
1	TNT060 1-BL1	Headboard Kit, Titan, Family Bed, Hardware-Black, Laminate-Wild Cherry		Product Spec	6	\$108.00	\$648.00
2	TNT065 1-BL1	Footboard Kit, Titan, Family Bed, Hardware-Black, Laminate-Wild Cherry		Product Spec	6	\$89.10	\$534.60
3	TNT161 1-0004X XT	Titan, Beds, Bunkable Frame Style Bed, 56.5"W x 86.5"L; Color: Please select an option(s) - Khaki, Ebony		Product Spec	6	\$918.45	\$5,510.70
4	TNT820 1- KL12XX T-AN	Titan, Wardrobes, Double Wardrobe With Laminate (36"W x 24"D), Assembled; Color: Please select an option(s) - Khaki, Ebony		Product Spec	26	\$1,143.90	\$29,741.40
5	MQB4-3 680- C1NB-5	Comfort Shield Transitions Mattresses - Sealed Seam, MQB4, 36" x 80" x 4.5"		Product Spec	20	\$173.25	\$3,465.00

Line #	Item	Description	Image	Product Spec Sheet	Qty	Unit Price	Ext. Price
6	MNF6-5 480	Comfort Shield Dorm - Sewn Seam Mattress, MNF6, 54" x 80" x 6"		Product Spec	6	\$307.80	\$1,846.80
7	PROT05 0-01	Headboard or Footboard Kit, Protege Next-Gen, HPL-Cherry		Product Spec	20	\$77.85	\$1,557.00
8	PROT10 0-XX	Protégé, Bunkable Bed; Color: Please select an option(s) - Khaki, Ebony		Product Spec	20	\$272.25	\$5,445.00
9	PROT71 0-221RL 10XXT	Protégé, Under Bed Storage; Color: Please select an option(s) - Khaki, Ebony		Product Spec	26	\$326.70	\$8,494.20
10	TAG:	TAG: This quote does not reflect any inside delivery or installation charges		Product Spec			

Subtotal	\$57,242.70
Tax Total (%)	\$3,798.48
Shipping Charges	\$5,308.75
Total	\$66,349.93

Shipping

Additional Services: Lift Gate/26' Truck,

Important: Unless otherwise noted above, Freight shown above is Standard Dock to Dock Delivery via common carrier, using your personnel to unload the merchandise. You will be contacted 24 hours prior to delivery so you may make arrangements to unload the merchandise. If you require different delivery options, please complete and return the attached Delivery Change Form prior to placing your order.

This Quotation is valid for 30 days and subject to the Standard Terms and Conditions stated in the Norix Group Price List.

Thank you for allowing Norix the privilege of quoting your requirements.

If you'd like to place an order:

For orders over \$10,000, please submit a PO to your Norix Customer Service Representative.

For orders under \$10,000, please fill out the bottom portion of this quote and return it to your Norix Customer Service Representative.

Ship To: _____
 Address: _____

 Contact: _____

Accepted By: _____
 P.O. Number: _____
 Sales Tax Exempt? (please circle) Yes or No
 Tax Exempt #: _____

Phone: _____ Requested Delivery Date: _____

Bill To (if different from above): _____

Address: _____

Contact: _____

Phone: _____

[Click Here for Norix Terms and Conditions](#)



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Theresa Shepherd, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Amend Contract #DA 40/21 between the Department of Human Services, Drug & Alcohol and MVP Recovery LLC to add Law Enforcement Treatment Initiative as a new service to their agreement. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1222-xxxx-631000

ESTIMATED/ACTUAL COST OF REQUEST: \$299,872.01

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Program Description and Budget related to this request for Amendment #2.

ATTACHMENTS:

- [MVP_Recovery_Police_Diversion_Program_Description.pdf](#)
- [MVP_Recovery_Police_Diversion_Program_Description_BUDGET.pdf](#)

MVP Recovery Police Diversion Program Description

Staffing and Service Delivery Approach

The program staffing will be designed to have one full time Coordinator, ten hours biweekly of a director, two full time Certified Recovery Specialist, one full time bachelor's prepared social worker, The program will operate Monday-Thursday, 8:00am-4:30pm, Friday, 8:00am-2:00pm. There will be after hours on call staff to handle any calls that come through. If an afterhours call is received, the individual will be referred to the local 24/7 assessment site or will be scheduled first thing the following morning. Staff will be work from one of the identified MVP treatment locations. MVP has been providing Certified Recovery services since 12/1/2020 working with individuals with substance use disorders. This funding will provide the opportunity to collaborate with all appropriate legal and community agencies to offer resources, support, and linkage to treatment for individuals identified appropriate for this program.

The program will operate in person, with telephonic support, and can be community based if needed. To make a referral the referral source would call, 855-MVP-2410. The CRS that would answer the call, would ask for the individuals name and contact information along with any other relevant information. The CRS will then outreach the identified individual to complete a triage sheet for information and will schedule an assessment within MVP and/or another appropriate provider. While completing the screening/triage the CRS will identify needs, resourcing, and residency. If the client being referred is from another county of residency appropriate resources and linkages will be provided to ensure coordination to treatment. If the individual is referred to another provider, the CRS will work with the individual to obtain all appropriate consents and releases of information.

The bachelor prepared social work staff member will have the ability to complete a level of care assessment and Government Performance and Results Action (GPRA) for individuals needing substance use disorder treatment. The ES will complete the GPRA at first encounter, six months, and as needed. Additionally, an ASAM will be completed and assist in preauthorization for a client while also providing case management, assessment of needs, and resourcing for the client. The team will provide resources and education around medication assisted treatment (MAT) and available inclusive recovery supports within the community and surrounding area.

The CRS will provide support to individuals with SUD by offering supports. Those supports will include but not limited to recovery coaching, a peer perspective to enhance motivation, employment/education, budgeting, and parenting skills while in recovery. The overall goal of the CRS will be to help enhance one's recovery efforts while keeping the individual engaged in treatment.

The director will also review the ongoing compliance outlined in the program description and expectations from the collaborative entities. The Director and coordinator will maintain relationships with the District Attorney's office, local Police Departments, and referral agencies in the community. Weekly progress reports will be developed and reviewed with appropriate releases of information to be shared with the referral sources. The progress reports will review only the clients current progress and engagement in treatment and any current needs. The Director will provide education and training to any appropriate community entity about the program, either coordinated through the District Attorney's Office, DHS or directly through MVP.

Eligibility and Referral

Clients will be identified as eligible for the program by the District Attorney's Office or other appropriate local Police/legal entities. Referral for services will be received via email or phone call to MVP, from referral source. Once referred, the team will engage client to obtain all appropriate releases of information for referral source, DHS, funder of client, and any appropriate treatment entity that client is referred to.

Supervision

The Director will have overall responsibility of this program and will ensure that supervision is occurring on an ongoing and continuous nature. The program coordinator will be overseen by the Director who holds a clinical license and supervision experience.

During the first 2 weeks of employment the Director will meet regularly with the recovery specialists and bachelor's level IMC/ES to assess skills development by demonstration and observation of new skills. During the remainder of the probationary period, the supervisor will meet with the certified recovery specialists and bachelor's level engagement specialist/case managers at least twice weekly, including team meetings. Once the individual has successfully completed the probationary period, supervision will remain weekly. Additional face to face sessions and communication for the purpose of supervision is available as needed.

MVP will work with District Attorneys office and the DHS for oversight and technical assistance to the agency regarding service delivery, additional required trainings, and coordination of care. Quarterly meetings will be scheduled between the SCA and provider staff to discuss program progress and barriers to implementing the program as contracted.

Staff Qualifications

Director

- Has a master's degree in psychological related field with 3-5 years of experience being in a director role in the substance used disorder treatment field
- Hold's an active LCSW or LPC in the state of PA

Bachelors Prepared Social Worker

- Has a bachelor's degree in social work or related human services
- Has a bachelor's degree in a non-related field with a minimum of 1 year of direct drug and alcohol experience
- ASAM trained or ASAM training shortly after being hired (within 6 months as long as training is available within that time frame)

Certified Recovery Specialist

- A self-identified individual who has obtained and maintained a minimum of 18 months of recovery
- Has a high school diploma or GED
- Has completed a recovery specialist certification training curriculum approved by the Department
- Holds an active Certificate as a recovery specialist

Training

- All staff will attend all DDAP-required trainings listed in the DDAP Treatment Manual within the first year of hire (if not already completed before hire)
- Orientation to the agency and general program specific policies are completed within the first two weeks of employment. The 90-day probationary period allows time for program specific education, skill building, skill demonstration and assessment of the employee's ability to perform all required skills.
- Biopsychosocial skills will be assessed and GPRC completion
- ASAM training will be completed, along with continued supervision around ASAM documentation
- Supervisory staff will participate in training and education to secure continuing education credits as required by their professional licensing entity.
- Training in treatment of the forensic populations, addressing the unique needs, barriers, and interventions for individuals involved in the criminal justice system.

Data Collection and Reporting

The coordinator will be responsible for collecting and submitting data to DHS. Reports will include data gathered from encounter and engagement documentation completed by the ICM/ES and CRS as outlined by DHS and the grant requirements. The reports will be submitted monthly directly to DHS. Data will be reviewed in supervision between MVP, DHS and the District Attorney's office.

Recruitment and Timeline of Service Delivery

Upon award of this funding initiative MVP will work to post and hire positions immediately. Through collaboration with Crozer, MVP will work to recruit staff. Also, MVP will seek to hire utilizing outside hiring platforms, such as Indeed.

PROVIDER	MVP RECOVERY
DUNS Number	74625645
Federal Identification Number	472118221
Contact Person	Brian Corson
Contact Email	bcorson@mvprecovery.org
Contact Phone	855-MVP-2410 x801
PROGRAM/SERVICE	Police Diversion Grant
CURRENT CAPACITY	N/A
INCREASED CAPACITY	N/A
ANTICIPATED START DATE FOR INCREASED CAPACITY	6/20/2022
TOTAL REQUIRED COSTS	\$ 299,872.01
Start-up	\$ -
Annual Costs	\$ 299,872.01

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ -
1. Wages and Salaries	
2. Employee Benefits	
3. Miscellaneous Personnel	
B. Operating Expenses	\$ -
1. Occupancy	
2. Communications	
3. Program Supplies	
4. Treatment & Supportive Supplies	
5. Transportation	
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ -
a.	
b.	
c.	
d.	
e.	
f.	
C. Equipment & Other Fixed Assets	\$ -
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ -
III. ADMINISTRATIVE COSTS	
VI. TOTAL COSTS	\$ -

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 241,370.92
1. Wages and Salaries	\$ 212,661.60
2. Employee Benefits	\$ 28,709.32
3. Miscellaneous Personnel	
B. Operating Expenses	\$ 30,240.00
1. Occupancy	\$ 9,360.00
2. Communications	\$ 480.00
3. Program Supplies	\$ 600.00
4. Treatment & Supportive Supplies	\$ 2,400.00
5. Transportation	\$ 10,800.00
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 6,600.00
a. Utilities	\$ 2,400.00
b. Uniforms	\$ 600.00
c. EMR	\$ 2,400.00
d. Staff Development	\$ 1,200.00
e.	
f.	
C. Equipment & Other Fixed Assets	\$ 1,000.00
1. Purchase of Fixed Assets	\$ 1,000.00
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ 272,610.92
III. ADMINISTRATIVE COSTS	\$ 27,261.09
IV. TOTAL COSTS (Sum of II and III)	\$ 299,872.01
V. REVENUE	\$ -
VI. TOTAL COUNTY COSTS ELIGIBLE (IV LESS V)	\$ 299,872.01



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Theresa Shepherd, Human Services

ITEM TYPE: Amendment

AGENDA SECTION: Consent Agenda Items

SUBJECT: Approval to Amend Contract #DA 51/21 between the Department of Human Services, Drug & Alcohol and SOAR/CORP Recovery Center to expand Outpatient, Drug & Alcohol and Methadone Maintenance Treatment Program. Subject to Solicitor's approval.

EXPENSE BUDGET LINE ITEM ACCOUNT: 1222-4389-631000

ESTIMATED/ACTUAL COST OF REQUEST: \$91,100

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS: See attached Program Description and Budget related to this request for Amendment #1.

ATTACHMENTS:

- [SOAR_CORP_Budget.pdf](#)
- [SOAR_CORP_ProgramDescription.pdf](#)

PROVIDER	SOAR CORP
DUNS Number	
Federal Identification Number	
Contact Person	RICHARD MANGANO
Contact Email	richard.m@soarcorp.net
Contact Phone	215-464-4450
PROGRAM/SERVICE	Out Patient Drug and Alcohol MMT Program
CURRENT CAPACITY	325
INCREASED CAPACITY	na
ANTICIPATED START DATE FOR INCREASED CAPACITY	na
TOTAL REQUIRED COSTS	\$ 91,100.00
Start-up	\$ 91,100.00
Annual Costs	\$ -

Start-Up Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 90,000.00
1. Wages and Salaries	\$ 80,000.00
2. Employee Benefits	\$ 5,000.00
3. Miscellaneous Personnel	\$ 5,000.00
B. Operating Expenses	\$ 1,100.00
1. Occupancy	
2. Communications	
3. Program Supplies	
4. Treatment & Supportive Supplies	
5. Transportation	
6. Purchased Treatment Services	
7. Miscellaneous Operating Expenses (Identify below)	\$ 1,100.00
a.	
b.	
c. tower systems (EMR system; expanded license)	\$ 1,100.00
d.	
e.	
f.	
C. Equipment & Other Fixed Assets	\$ -
1. Purchase of Fixed Assets	
2. Repairs & Improvement of Fixed Assets	
II. PROGRAM COSTS (Sum of A, B and C)	\$ 91,100.00
III. ADMINISTRATIVE COSTS	
VI. TOTAL COSTS	\$ 91,100.00

Annual Costs

	Expenses
I. EXPENDITURE ITEMS	
A. Personnel Services	\$ 1,185,000.00
1. Wages and Salaries	\$ 1,070,000.00
2. Employee Benefits	\$ 105,000.00
3. Miscellaneous Personnel	\$ 10,000.00
B. Operating Expenses	\$ 576,000.00
1. Occupancy	\$ 225,000.00

2. Communications	\$	50,000.00
3. Program Supplies	\$	20,000.00
4. Treatment & Supportive Supplies	\$	55,500.00
5. Transportation	\$	5,000.00
6. Purchased Treatment Services	\$	5,000.00
7. Miscellaneous Operating Expenses (Identify below)	\$	215,500.00
a. security	\$	65,000.00
b. alarm company	\$	5,000.00
c. tower systems (emr)	\$	57,000.00
d. stericycle	\$	8,000.00
e. answering service	\$	5,500.00
f. insurance	\$	75,000.00
C. Equipment & Other Fixed Assets	\$	389,000.00
1. Purchase of Fixed Assets	\$	289,000.00
2. Repairs & Improvement of Fixed Assets	\$	100,000.00
II. PROGRAM COSTS (Sum of A, B and C)	\$	2,150,000.00
III. ADMINISTRATIVE COSTS	\$	125,000.00
IV. TOTAL COSTS (Sum of II and III)	\$	2,275,000.00
V. REVENUE	\$	2,275,000.00
VI. TOTAL COUNTY COSTS ELIGIBLE (IV LESS V)	\$	-



SCOPE OF PROGRAM WORK

Revision and review completed January 2021

Overview

MISSION STATEMENT

SOAR will provide holistic and integrated services to individuals in recovery on an outpatient basis. Our program's purpose is to provide medication assisted treatment (MAT) to individuals while assisting them in identifying and embracing their strengths in order to improve their life while remaining safe in their community

CORPORATE PHILOSOPHY

SOAR is an established drug and alcohol treatment center and experts in providing Medication Assisted Treatment located within Southeastern Pennsylvania. SOAR will provide a comprehensive outpatient treatment program as a mechanism to assist individuals in achieving recovery and sobriety while becoming productive members of society. At SOAR, individuals are offered a comprehensive evaluation which will help guide an individual's decision to enter treatment at whichever level of care is most appropriate for them including detox, inpatient, and outpatient services. SOAR offers evidence-based treatment programming which incorporates the use of best practice interventions. SOAR encourages family members and others who are encouraging of the recovery process participate in the evaluation and treatment processes and interventions whenever possible.

SOAR utilizes a multidisciplinary team approach to assist individuals seeking treatment that includes counselors and medical staff. SOAR believes that individuals addicted to substances can benefit from the use of certain medications such as methadone and suboxone, for both detoxification and maintenance purposes. These medications have been proven to be effective in withdrawal and craving management purposes. SOAR does not place a time limit on the medication or treatment services, as we understand each individual's experience and needs are different and unique. Soar provides services to individuals who are seeking treatment from substance use disorders either by utilizing medication assisted treatment or therapy without the use of medications.

CORE VALUES

- A. Person in Recovery: It is expected that patients receive treatment in a safe and comfortable environment, to be treated with respect and to learn to take responsibility and control of their lives through a collaborative person centered approach.
- B. Stakeholders: The expectations of our other stakeholders are to provide appropriate care to individuals in need of medication assisted treatment. Additionally, we strive to provide quality services at a fair price for individuals in need of this critical clinical intervention.
- C. Employees: Soar shall provide to and staff shall engage in constant training and education to provide evidenced based treatment and care to the patients being served.
- D. Community: As members of the community, SOAR strives to be a good neighbor and provide access to opiate replacement therapy in a professional location from skilled and dedicated staff. Soar will provide therapy and treatment to those afflicted with an addiction while providing help and education to the community.
- E. Quality: Efficiency, satisfaction, effectiveness, and accessibility and environment standards shall

be maintained to deliver appropriate patient care.

Site 2019-2022 Goals

1. Explore possibilities of civic group members becoming members of the SOAR Community Advisory Board.
2. Obtain addition referral agreements that represent legal, medical, recreation, education, employment, women issues and others as determined by stakeholders.
3. To utilize drug free license already obtained for up to 105 patients. Utilization includes but not limited to; the development of a traditional drug free o.p. program, development of a transitional step down program to drug free from an MAT program and a suboxone therapy o.p. track
4. To obtain additional commercial contracts for both out-patient and intensive out-patient services.
5. Expand member enrollment for privately insured Aetna and Blue Cross Blue Shield individuals wishing to be on a MAT program
6. Expand the enrollment in the Suboxone program established in 2018 for insured and self pay individuals
7. Expand the existing contracts for intensive out-patient services from CBH and Magellan, allowing for patients to be served within this program.
8. Establish trauma based tracks and programming within the medication assisted treatment program. Additionally have staff trained and certified to provide these services.
9. Increase peer support, advocacy and case management services offered to existing patients and increase peer support and advocacy in to program development
10. Establish a standard evidence based practice for all clinicians to use within the sites, to help standardize care being offered
11. Explore budget items to prepare for possible cutbacks in the near future as dictated by the Governor of Pa.
12. Search for additional community members to sit on the SOAR Board of Directors
13. To increase census to 650 patients.
14. To have annual Open House that will include all referral sources, local community members, local businesses and politicians along with the local civic group organizations.
15. SOAR to provide CAC approved trainings complete with credits to other drug and alcohol providers on a monthly basis.
16. To provide in-service trainings a minimum of 6 times per year.
17. To utilize stakeholder, staff and patient surveys to improve the delivery of services.

Program and Space Description

1. Space Description To Provide Services

Soar Philadelphia has secured a building space totaling 16,000 to provide outpatient OTP services within the Philadelphia, PA and surrounding communities of Bucks, and Delaware County PA. The Philadelphia site shall have a

Soar Corp Facility

total of 7 suites that will be used for facility operations. First a total of 35 individual counseling offices, 8 group therapy rooms, one nursing station and three private medication dispensing stations, 3 Medical Doctor Offices, and 2 reception rooms and a centralized intake department. The facility also offers means of egress by the means of 6 main entrances and 7 emergency exits. This facility also offers a total of 15 restrooms for its employee and patients use along with a separate observed medical restroom to collect screens and samples. The facility also has a total of 6 lobbies where patients can be seated if they are waiting for medical, dosing, intake or counseling services. Parking and public transportation are both offered at this site, as there are multiple public bus stops at the corner of the facility, train and rail stops are located at the corner of the facility and a estimated over 100 private parking spots for the staff or patients to use at the site. The design of the building has been completed in a manner that meets all ADA requirements. All hallways, entrances and restrooms can accommodate an employee or patient who is requiring the use of a wheel chair. All clinical, medical and medication services shall be offered on the main floor of the facility to accommodate patients with a wheel chair. The attached diagram of the facility shall demonstrate the features of the facility as described above. The Floor plan clearly identifies and labels all of the rooms, exits and entrances to the facility.

Soar Warminster has secured a standalone building totaling 5000 square feet in Warminster, PA with the purpose of providing outpatient OTP services within the Warminster, and surrounding communities within Bucks County. The current floor plan for of the facility, offers 8 individual counseling offices, three group therapy rooms, one nursing station and two private medication dispensing stations. The facility also offers 2 means of egress by the means of a main entrance and side emergency exit. This facility also offers a total of 4 restrooms for its employee and patients use along with a large front lobby where patients can be seated if they are waiting for services. A 5th restroom resides within the facility and is deemed the medical restroom where urine screen specimens shall be collected. Parking and public transportation are both offered at this site, as there are multiple public bus stops at the corner of the facility and also up to 40 parking spots for the staff or patients to use at the site. The design of the building has been completed in a manner that meets all ADA requirements and the facility is entirely at ground floor level. All hallways, entrances and restrooms can accommodate an employee or patient who is requiring the use of a wheel chair. The attached diagram of the facility shall demonstrate the features of the facility as described above. The Floor plan clearly identifies and labels all of the rooms, exits and entrances to the facility.

Soar Levittown has secured a standalone building totaling 4300 square feet in Levittown, PA with the purpose of providing outpatient OTP services within the Levittown, PA and surrounding communities. The current floor plan for of the facility, offers 8 individual counseling offices, three group therapy rooms, one nursing station and two private medication dispensing stations. The facility also offers four means of egress by the means of a main entrance and three emergency exits. This facility also offers a total of 5 restrooms for its employee and patients use along with a large front lobby where patients can be seated if they are waiting for services. Parking and public transportation are both offered at this site, as there are multiple public bus stops at the corner of the facility and also up to 40 parking spots for the staff or patients to use at the site. The design of the building has been completed in a manner that meets all ADA requirements. All hallways, entrances and restrooms can accommodate an employee or patient who is requiring the use of a wheel chair. The attached diagram of the facility shall demonstrate the features of the facility as described above. The Floor plan clearly identifies and labels all of the rooms, exits and entrances to the facility.

Soar Lansdowne has secured a standalone building totaling 9100 square feet at 33 Williams Street Lansdowne, PA 19050. The facility has a total of 16 individual counseling offices, 5 group therapy rooms, one nursing station and three private medication dispensing stations, 2 Medical Doctor Offices, 2 reception offices and a centralized intake department, will be offered at the facility. The facility also offers 9 means of egress by the means of 2 main entrances and 7 emergency exits. This facility also offers a total of 9 restrooms for its employee and patients use along with a separate observed medical restroom to collect screens and samples. The facility also has a total of 3 lobbies where patients can be seated if they are waiting for medical, dosing, intake or counseling services. Parking and public transportation are both offered at this site, as there are multiple public bus stops at the corner of the facility, train and rail stops are located at the corner of the facility and a estimated 40 private parking spots for the staff or patients to use at the site. The design of the building has been completed in a manner that meets all ADA requirements. All hallways, entrances and restrooms can accommodate an employee or patient who is requiring the use of a wheel chair. All clinical, medical and medication services shall be offered on the main floor of the facility to accommodate patients with a wheel chair. The attached diagram of the facility shall demonstrate the features of the facility as described above. The Floor plan clearly identifies and labels all of the rooms, exits and entrances to the facility.

2. *Security Description of the Space To Provide Safe Services*

A. Internal and External Monitoring

The internal and external areas of the building are monitored via security cameras twenty four hours a day, seven days per week. All emergency exterior doors are fitted with contact sensors that will sound an alarm when opened. All windows are equipped with a contact sensor, when the building alarm is set for after hours, all exterior doors, the front door (push bar), and three emergency exit doors, and all windows will trip the alarm if the code is not entered to deactivate. All emergency exit doors are push bar styles that can only be opened from the inside. Motion sensors are set in the front lobby, the nursing station, the dispensing booths, within the safe for the methadone, the front desk office, at each of the emergency exits and each of the common hallways within the building. External cameras are set to view the walkways that surround the perimeter of the building, the parking lot of the facility and the doors entering and exiting the facility.

B. Security features of the waiting area:

Security cameras are faced towards the front waiting room/reception window. The reception area is separated by a locked door, requiring patients to be buzzed into the dosing area by the front desk staff. There is a camera facing out from inside the front desk area facing the front desk window. There is a camera monitoring the nurses' station and in each dosing booth. The bathroom location in the dosing area is used by the nurses for supervised urine drug screens.

C. Security features of the front desk reception office:

The central alarm keypad is located here. The office itself has two slide windows which can be opened when speaking to persons in the front lobby and dosing waiting rooms. These windows provide a sight line and have a locking mechanism. The front desk itself is equipped with a panic button. Our phones can also be used as an intercom to alert staff.

D. Security features of the nurses' station:

The nursing station is equipped with its own alarm and code. The entrance to this room is a steel reinforced door that has a double lock one being a deadbolt. An approved personnel list is posted on the outside and inside of this steel door stating who can enter the room. Each dispensing station is equipped with a panic button. Each dosing booth has reinforced Plexiglas windows installed that prevents any attempts to shatter the dosing windows to gain entry to the dispensing station. Additionally each dosing booth is monitored by video camera and the video from this recording is stored on the DVR system. The nursing station is also monitored and recorded via surveillance cameras. Again the video footage from these recording is stored on the DVR system.

E. Security Footage

The footage the security cameras capture is fed into, recorded, and is visible thru DVR system. This platform can be accessed remotely to allow for immediate visibility while off site or after hours to address concerns. Footage from all external and internal cameras is kept stored on the dvr system for a total of 30 days and playback is available during the 30 day period. Onsite, the front desk and program manager's computers are equipped with a double monitor to allow ongoing monitoring of live feed and for playback.

F. Contracted Security Guards

Contracted company for our onsite security guards is AIM Security. We employ a single unarmed, uniformed guard to be on premises surrounding dosing hours. They arrive one half hour prior to the dosing hours when the nurses arrive to open up the building with them as is a presence as they ready to begin dispensing the medication. The contracted guard shall patrol the internal and external premise of Soar reporting issues to management. The contracted guard shall also assist in enforcing the loitering policy of the program.

G. Alarm Protection Company

Soar Corp Facility

Soar has an alarm monitoring agreement with Sound Facet, LLC. Soar Corp has had a monitoring agreement established with Sound Facet since 2008 and they currently monitor our two other sites within the corporation. Sound Facet, LLC is located at 116 Duer Ave., Staten Island, NY 10305. Their telephone number is 1-800-481-2700. In terms of the internal alarm system, Soar installed a double alarm monitoring system for the program. One alarm system is the general building alarm that monitors the whole building. The second alarm system is isolated to the nursing station alone. Each system has its own keypad to disarm it and its own set of pass codes to disarm it. Each alarm shall be tested annually for functionality

3. Prior OTP / Controlled Substance Experience

SOAR has been in business since 2007 and has been dedicated to providing daily access to individuals in need of methadone opiate replacement therapy. For yearly 11 years, SOAR has operated as an outpatient substance abuse treatment program specializing in methadone treatment for opiate addiction. Our goal is to provide holistic, integrated services and solutions in an out-patient Medication Assisted Treatment program while helping individuals in recovery to help them identify and embrace their strengths while making better decisions in their lives. The program is designed to assist people in recovery examine their lifestyles, learn how to make different decisions and for recovery to become a primary focus in an environment that is safe, supportive, and conducive to individual change. Soar believes that methadone maintenance combined with a comprehensive therapy program is the most successful treatment approach for heroin and/or other opiate addiction. Thousands of methadone patients have resumed meaningful lives while in treatment on methadone.

We operate four established sites within southeastern Pennsylvania, one located in Lansdowne, Pa, another site located in Philadelphia, PA, a third site in the Levittown, Pennsylvania and a newly opened site in Warminster PA. All sites have current state certificate of licensures, OTP certifications and DEA certifications for MAT services and currently in operation under Soar Corp. All sites of Soar are in good standing with all regulatory bodies and are accredited by CARF.

4. OTP Personnel Licensed to Dispense And Prescribe Medication Services

SOAR Corp –will have licensed personnel other than the program physicians that will be able to dispense narcotic drugs. The personal shall include LPN's, RN's and a Nurse Practitioner. The dispensing staff shall be supervised and monitored by the Charge Nurse, who in return shall report directly to the medical director on a weekly basis. The dispensing staff are trained on Soar policy and procedure, and are responsible for the security, recordkeeping, inventories, ordering, receiving, storing and shipping of all controlled substances that the agency manages for patient care needs

5. Employee breakdown To Deliver Services

A. *The Philadelphia location*

The breakdown of the full and part time employees of the SOAR Corp –Philadelphia shall be as follows, a medical department, clinical department and administrative department. The medical department shall consists a total of 8 members, 1 full time medical doctor, 1 part time doctor, 5 full time LPN's, also 1 full time APRN. The clinical staff shall consist of 24 members, one program manager, 3 clinical supervisor and 20 full time counselors and one intake and assessment coordinator. Counselors will receive a maximum caseload ratio of 35 patients to one and will facilitate both individual and group counseling sessions. Each of the full time counselors shall have their own private office to complete the individual counseling sessions in. Each of the full time counselors shall complete two group therapy sessions a week being assigned a specific group room to complete these services.

B. *The Warminster Location*

SOAR Corp –Warminster shall be as follows, a medical department, clinical department and administrative department. The medical department shall consists a total of five members, one a full time medical director, medical doctor, a full time LPN a part time LPN and also a APRN. The clinical staff shall consist of 5 members at the time of opening, one program manager / clinical supervisor and 3 full time counselors and one intake and assessment counselor. Counselors will receive a maximum caseload ratio of 35 patients to one and will facilitate both individual and group counseling sessions. Each of the full time counselors shall have their own private office to complete the individual

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counseling sessions in. Each of the full time counselors shall complete two group therapy sessions a week being assigned a specific group room to complete these services.

C. *The Lansdowne Location*

SOAR Corp –Lansdowne shall be as follows, a medical department, clinical department and administrative department. The medical department shall consists a total of 7 members, 1 full time medical doctor, 2 full time LPN's, 3 part time LPN's and also 1 APRN. The clinical staff shall consist of 11 members at the time of opening, one program manager, one clinical supervisor and 9 full time counselors and one intake and assessment coordinator. Counselors will receive a maximum caseload ratio of 35 patients to one and will facilitate both individual and group counseling sessions. Each of the full time counselors shall have their own private office to complete the individual counseling sessions in. Each of the full time counselors shall complete two group therapy sessions a week being assigned a specific group room to complete these services.

D. *The Levittown Location*

SOAR Corp –Levittown shall employ staff in the following areas; the medical department, clinical department and administrative department. The medical department shall consists a total of five members, one a full time medical doctor, a full time RN, a full time LPN a part time LPN and also a APRN. The clinical staff shall consist of 6 members at the time of opening, one program manager / clinical supervisor and 4 full time counselors and one intake and assessment counselor. Counselors will receive a maximum caseload ratio of 35 patients to one and will facilitate both individual and group counseling sessions. Each of the full time counselors shall have their own private office to complete the individual counseling sessions in. Each of the full time counselors shall complete two group therapy sessions a week being assigned a specific group room to complete these services.

E. Screening and Assessment

SOAR Corp shall have a full time assessment and intake coordinator on site at each location. This counselor shall complete all of the intake paperwork for admission, the bio-psychosocial assessments and evaluations along with the initial screenings and assessments. The intake counselor shall also facilitate the patient orientation group and the methadone safety group that all new patients to the program shall be mandated to attend. Within the initial screening process, assessments of medical, vocational and educational needs shall be made by the use of the bio-psychosocial assessments and a medical physical that will be completed at intake. The bio-psychosocial to be used shall assess areas such as mental health status, the social, legal, support network and family history of the patient. This assessment shall also focus on the history of use, treatment episodes and history, vocational and educational history, along with establishing the strengths needs abilities and preferences of the patient entering treatment. The assessment shall also collect data on the patient's medical history along with the medical history of their immediate family. Based off of this assessment, a problem list shall be generated and will then in return be used to generate the treatment plan goals for the patient.

F. Blood work and TB testing

Within the initial screening process, blood work and TB testing shall be completed to screen for potential medical issues. The results of the blood work and TB screenings shall be shared with the patient by completing a medical appointment with the MD or the APRN. Recommendations for treatment shall be discussed in these medical appointments along with assisting the patient in locating a provider to assist with treatment. HIV testing shall be offered to patients during the intake process. Patient who wishes to be tested are given the instructions on how to request this testing at intake and shall receive counseling on this issue. Soar has established a referral agreement with an outside provider to assist with this issue.

G. HIV and Referrals

In addition to the referral agreement for HIV services, Soar has established other referral agreements to assist patients who are being assessed as being in need of services. Soar has established referral agreements for legal, vocational, medical, mental health and education needs with local providers within the community. Soar has also

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established a resource book of all other community resources that counselors and the staff of Soar can refer patients to within the area/

I. PROGRAM PHILISOPHY:

SOAR is an outpatient substance abuse treatment program specializing in methadone treatment for opiate addiction. Our goal is to provide holistic, integrated services and solutions in an out-patient Medication Assisted Treatment program while helping individuals in recovery to help them identify and embrace their strengths while making better decisions in their lives. The program is designed to assist people in recovery examine their lifestyles, learn how to make different decisions and for recovery to become a primary focus in an environment that is safe, supportive, and conducive to individual change. Soar believes that methadone maintenance combined with a comprehensive therapy program is the most successful treatment approach for heroin and/or other opiate addiction. Thousands of methadone patients have resumed meaningful lives while in treatment on methadone.

We operate within a Person Served Multi-Disciplinary Team Approach to provide a holistic approach to treatment that includes balancing ones physical, mental, and spiritual stability. Our Treatment Team staff consists of highly trained professionals, with Bachelor and Masters level counselors, Licensed Nursing, Medical Doctors and a Psychiatrist. Most of the staff is specialists in addictions. Educational Services on Relapse Prevention, HIV/AIDS, Hepatitis "C" STDs, as well as life skills, educational and employment issues are offered through the group and individual services. Person first individualized Treatment Plans are used to support recovery goals, personal growth, and development, and being an active participant in their own recovery. Attempts to integrate the person with in the local community activities such as religious organizations, library participation, community job and educational searches are encouraged in the treatment center. Family involvement is encouraged in the process to develop a support system if it's a choice of the person served. Treatment team approach to support the reduction in risky and dangerous behaviors they may be caused using chemical dependent drugs. SOAR believes in treating people with respect, dignity and individualizing treatment, with a person first staff requirement for individualized treatment, incorporating the person's lifestyle as they would like it to be, as much as possible.

II. PROJECTED LENGTH OF TREATMENT EPISODE AND INTENSITY OF SERVICE:

It is the philosophy of SOAR treatment that counseling is a vital part of the recovery process and as such SOAR engages all patients in counseling and additional services. Although the state minimum standard for treatment is 2.5 hours per month, SOAR requires an increased level of treatment to assist a client in the recovery process. The mode, intensity, and frequency of counseling are determined as described below.

Out Patient Level of Care

The scheduled treatment hours for all patients who are meet the PCPC criteria for this level of care shall be the completion of 1 individual session a week, and a minimum of 1 group per week. The group therapy sessions are designed to be a total of three hours and the individual sessions are designed to be a total of one hour a week. If needed, the patient can request an additional individual session with their primary counselor. Soar expects that all patients shall complete this on a weekly basis regardless of the length in treatment. In total a patient in this level of care shall complete up to 5 hours of treatment a week.

Intensive Out Patient and High Risk Groups

The scheduled treatment hours for all patients who are meet the PCPC criteria for this level of care shall be the completion of 1 individual session a week, and a minimum of 3 groups per week. The group therapy sessions are designed to be a total of three hours and the individual sessions are designed to be a total of one hour a week. In total a patient in this level of care shall be expected to complete up to 9.75 hours of treatment a week. If needed the patient can request an additional individual session with their primary counselor.

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Medical Exceptions to Group Therapy

In cases of rare medical issues, the Medical Director may review a patient's medical issues and grant an exception to attending group therapy issues. Examples of this may include but not limited to, chemotherapy treatment, being on oxygen tanks and other significant medical issues. To qualify for this exception the following procedure must be followed.

1. The patient must supply medical documentation from their medical provider stating the nature of the disorder, and the expected time for the group exclusion.
2. The medical documentation must be given to the Medical Director of Soar who will review the information and decide for the need of an exception.
3. If granted an exception, the patient is expected to continue completing at least the weekly individual sessions with their primary counselor
4. All exceptions must be renewed at least monthly.

Length of Treatment

The projected length of the treatment episode is individualized and is determined by the treatment plan goals and objectives. The patient is encouraged to move to the end goal of completing a medically supervised withdrawal from the methadone, but is encouraged to do so at their comfort level.

III. ADMISSION CRITERIA / PROCEDURES

In regards to admissions and assessment history, Soar accepts people from multiple funding sources and referral sources including but not limited to, hospitals, other MAT agencies, funding and insurance sources along with self referrals and walk ins. People being referred to Soar from another treatment agency would send in a release of information from the person being served along with the appropriate paperwork for Soar Admission personal to review. The person served would get an appointment to be transferred to Soar. At arrival, the person would go to the receptionist to sign in and then to the Admissions office for an assessment. The assessment may take about an hour. Then the person would get a tour of the facility introducing them to a counselor and to learn where the nurses, doctors, group rooms and their counselor's office is located.

To be eligible for treatment at SOAR, an applicant must:

- Be at least 18 years of age
- Have at least 1 year history of addiction
- Provide documentation of current physiological dependency
- Consent in writing to voluntary participation in methadone treatment
- Submit to physical exam by SOAR Doctor
- can certify pregnancy (if applicable)

In accordance with Federal Regulations, priority for access to treatment will be given to applicants who are pregnant or have tested positive for HIV.

If during the admission process a urine test proves to be positive for methadone, SOAR will send out a dual-enrollment form to all the local methadone programs to make sure that a patient is not on another medication assisted treatment program. The patient's signature will be required on a release of information for us to be able to send out these forms. If a person refuses to sign, then the admission process is halted, and the person can be referred to another level of care. Once enough of the forms assuring the patient are not in another methadone program come back, the admission can proceed.

Medical Requirements

Upon completion of admission procedures, a complete medical profile at SOAR is required. This profile includes: medical history, physical examination, blood work, a urine sample and a tuberculosis test. Referral for HIV testing is available upon request. A prenatal care referral will be made for all pregnant women seeking treatment at SOAR.

IV. DISCHARGE CRITERIA.

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Successful Completion of Treatment

When a patient starts treatment, we spend time to “assess” a patient, that is, we decide of their problems, their strengths and the resources in their life. We then work with a patient and together prioritize this into a “problem list”. This becomes the basis for their treatment plan where together we lay out what goals a patient wants to achieve and the steps, or objectives, to make that happen. Successful completion of treatment is reached when a patient meets the goals and objectives of their treatment plan while meeting the following criteria:

- The cessation of life problems identified as related to substance abuse;
- Evidence of the ability to implement and maintain positive behavior changes;
- The identification and appropriate use of other positive support systems or self-help groups;
- The services of SOAR are no longer appropriate for a patient and arrangements have been made for a transfer or referral for more appropriate treatment resources;
- A patient has completed aftercare and discharge planning to their satisfaction and in the view of the treatment team.

The successful completion of a medically supervised withdrawal from the current dose of methadone will be part of a successful completion of treatment from SOAR. The patient shall work with the Medical Doctor to set a therapeutic time and taper schedule that will be individualized to the needs of the patient. Aftercare arrangements are formulated with the member to enroll them in further drug free outpatient counseling at our facility or another of their choosing along with making any referrals for mental health care prior to being discharged from the program.

V. TYPES OF CLIENT SERVED AND EXCLUSIVES

SOAR Philadelphia will provide services to individuals suffering from opiate addiction and who would require MAT services by the use of methadone or suboxone treatment services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment. The defined target population is estimated to be between 500 and 585 patients and will be primary drawn from the city of Philadelphia, with some also coming from the surrounding towns and cities within Delaware County, Bucks County and Montgomery County PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

Additionally, SOAR will provide services to individuals suffering from the disease of addiction who would require outpatient drug free counseling services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment but do not require enrollment in a MAT service. The defined target population is estimated to be between 50 and 100 patients and will be primary drawn from the city of Philadelphia, with some also coming from the surrounding towns and cities within Delaware County, Bucks County and Montgomery County PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

SOAR Lansdowne will provide services to individuals suffering from opiate addiction and who would require MAT services by the use of methadone or suboxone treatment services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment. The defined target population is estimated to be between 275 and 400 patients and will be primary drawn from Upper Darby / Lansdowne area, with some also coming from the surrounding towns and cities within Delaware County, PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

Additionally, SOAR will provide services to individuals suffering from the disease of addiction who would require outpatient drug free counseling services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment but do not require enrollment in a MAT service. The defined target population is estimated to be between 35 and 75 patients and will be primary drawn from Upper Darby / Lansdowne area, with some also coming from the surrounding towns and cities within Delaware

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County, PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

SOAR Levittown will provide services to individuals suffering from opiate addiction and who would require MAT services by the use of methadone or suboxone treatment services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment. The defined target population is estimated to be between 200 and 300 patients and will be primary drawn from the Bristol / Levittown area, with some also coming from the surrounding towns and cities within Bucks County, PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

Additionally, SOAR will provide services to individuals suffering from the disease of addiction who would require outpatient drug free counseling services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment but do not require enrollment in a MAT service. The defined target population is estimated to be between 35 and 75 patients and will be primary drawn from the Levittown / Bristol area, with some also coming from the surrounding towns and cities within Bucks, PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

SOAR Warminster will provide services to individuals suffering from opiate addiction and who would require MAT services by the use of methadone or suboxone treatment services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment. The defined target population is estimated to be between 200 and 300 patients and will be primary drawn from the Warminster area, with some also coming from the surrounding towns and cities within Bucks County and Montgomery County, PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

Additionally, SOAR will provide services to individuals suffering from the disease of addiction who would require outpatient drug free counseling services. Most of this identified group would also be considered long term users with some additional medical or co-occurring disorders that would require treatment but do not require enrollment in a MAT service. The defined target population is estimated to be between 35 and 75 patients and will be primary drawn from the Warminster area, with some also coming from the surrounding towns and cities within Bucks County and Montgomery County, PA. SOAR patients will be male and / or female, 18 years and older, employed or unemployed who have come to the conclusion that they cannot stop using opiates. Currently SOAR does not have any exclusion that will preclude client admissions to this service.

Finally, Soar Warminster will provide screening and assessment services to members seeking treatment placement within the Buck County region. Soar Warminster has been authorized by the Buck County OBH to act as a screening and assessment center for adults and adolescents

VI. TRANSPORTATION

SOAR currently does not provide any direct transportation to and from its program for the people being served. Now, SOAR has reserved parking spaces at each location for individuals who have the means to drive to the program and several of the bus routes stop at the corner of the facility throughout the day. Soar's administrative staff also assists the patients in completing the travel reimbursement forms for Community Transit of Delaware County and help Philadelphia resident obtain bus passes. Additionally, our Buck County patients who will be attending the Bristol site will be receiving assistance from Soar's administrative staff also assists the patients in completing the travel reimbursement forms for Community Transit.

VII. DESCRIBED SPECIAL SERVICES PLANNED FOR

Women and Women with Children

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SOAR designed a set curriculum for a women's education group that focuses on parenting, nutrition, family issues and several other topics. Also, Soar has added parenting and family group that meets weekly to process issues around this topic all locations. Issues like benzodiazepines and alcohol use with methadone and continued use of illicit substances while being pregnant are addressed in these sessions. The goal is to provide increased treatment contact hours to the pregnant women to decrease the rate of illicit use. Additionally, our nurse is now meeting with all pregnant patients at least monthly to discuss prenatal and OBGYN issues

Adolescents

There is no current programming for this age group as our program requires a minimum age of 18 yrs old

Handicapped Accessibility

Soar has the means to accommodate a patient who is handicapped and requires equipment such as wheel chairs or walkers for mobility. We have designed all our programs to meet the regulations and standards for this population. Dispensing stations and restrooms in the facility have been designed to accommodate a person in a wheel chair.

Families / Co-dependent / ACOA /COA

Our current counselors will complete family education and couple education sessions as needed to get this support involved in treatment. Also, Soar has added parenting and family group that meets weekly to process issues around this topic all locations.

Criminal Justice Client

SOAR does not have any current contracts for FIR / criminal justice clients. However, our current counselors will assist patients in finding legal aid and assistance with probation issues. Soar will encourage patients to sign releases of information to a probation or parole officer to make attempts to coordinate treatment and legal needs

Dually Diagnosed

SOAR does not have its own psychiatrist now, but is working in conjunction with a local mental health provider to connect our patients to treatment. SOAR is adding trauma informed care for PTSD issues through staff trainings and certifications within this area. During the intake process, Soar is screening for COD disorders, to help identify the patient in need for this service. Soar is also making efforts monthly to outreach mental health providers our patients are attending to get updated information on the medications and treatment outcomes.

HIV+ / PWA's

SOAR has a current counselor who is certified in this area to provide counseling. Soar has also been working at obtaining referral agreements to outside health providers for its locations to assist patients in managing these specific issues.

Minority Clients

SOAR continues to make attempts to meet the needs of the patients. Currently Soar has added both Russian and Spanish speaking counselors to its programs and is looking to expand this effort throughout the entire agency. Our current census includes patients of the following descents, Caucasian, African American, Hispanic, Asian and Native American.

Veteran and Veteran Affairs

SOAR continues to recognize the need and importance of providing services to this population who served to protect our county. Potential patients who are identified as veterans shall be given priority at intake to expedite the admission track. SOAR is exploring adding trauma informed care for PTSD issues through staff trainings and certifications within this area. During the intake process, Soar is screening for COD disorders, to help identify the patient in need for this service. Soar currently aids this population by linking veterans to service to manage any trauma related issues

VIII Identified Staff Members to service in Community Relations Activities

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The Executive Director of each SOAR site will be responsible for collecting input from the community at large. Also the Executive Director shall formulate a community relations committee appointing a chair for this committee that will also act as the community liaison for the SOAR site. The executive Director and the committee shall make attempts to network within the committee to provide education and resources to the immediate community. The community liaison / chair shall coordinate all external and internal presentations between the agency and the community through this networking process.

In terms of community relation problems, such as loitering, diversion or other inappropriate behavior of a consumer being serviced at the agency site, the following procedure will be followed.

- a) A concerned stakeholder / community member will be encouraged to notify the agency site either by phone, mail or by appointment in person
- b) The executive Director of the agency site will be responsible for collecting the initial information and will be responsible for notifying the community relations committee of the complain and or issue
- c) If needed, the community relations committee shall launch a investigation into the issue and formulate a plan of correction that would be reviewed and approved by the Executive Director
- d) After the community relations committee has been notified, the community liaison shall have contact with the concerned stakeholder to notify them of the agency's actions. Further communication shall be directed to this primary point person

1. Participation in Community Presentations and Health Fairs

SOAR has taken the information from the previous community involvement and analyzed it, seeing there continues to be a stereotype and misconception in regards to opiate replacement therapy. SOAR prides itself on creating relationships with both its community and legislative representatives. In both regions, SOAR staff is engaged with civic groups, Holmsburg Civic Group, Bushtleton Civic Group and the Mayor's office of Chester are just examples. SOAR has worked with the District Attorney's Office, as well as the Sheriff's offices to provide training and education into the local schools regarding the importance of staying "clean" and away from drugs. Having had a long relationship with the State Department of Drug and Alcohol Program chief is reflective numerous requests for information and educational offerings by the SOAR staff.

Soar will continue to commit its resources to provide education within the community on the benefits of opiate replacement therapy along with basic drug education. As requested SOAR shall provide a presentation or education session within the community on a quarterly basis. During these community education sessions SOAR may provide information on resources to assist a person with an addiction along with other community resources to assist a family member. These presentations shall be completed at local health fairs, civic community meetings, schools, businesses, and churches among other sources within the community at large.

2. Agency Information and Brochures for the Community

SOAR shall formulate program brochures highlighting the nature and purpose of the program. The newly forming site in Bristol shall have brochures built to highlight its programming. The brochures shall be updated at least annually shall be made available to all stakeholders including but not limited to the patients, family and community members of SOAR. Stakeholders are free to request a copy of a brochure either by phone or in person. Soar will also offer copies of its brochures to any interested stakeholder through the community presentations and or events it attends.

SOAR shall also maintain current information on the program and its key contacts through other methods such as the internet and the local yellow pages. SOAR currently maintains an active web site for all stakeholders and community members to explore. The website highlights the philosophy, services of the program and identifies the staff at both sites. Contact information for the Executive Director, the community relations committee and the community liaison for each SOAR site can be maintained through this website.

3. Data Analysis and Reports

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All SOAR locations will formulate an annual report to highlight the accomplishments and current standing of the program. The annual report shall also provide information on the needs, recommendations and goals of the program and its involvement within the community it serves. Upon completion, the annual report shall be advertised in a local newspaper and instructions for obtaining this report shall be listed for any stakeholder who is interested.

All SOAR locations will provide written documentation of any community presentations it attends and or facilitates on a quarterly basis. At the close of the fourth quarter, the community relations committee shall provide an annual written summary to highlight the involvement and or successes of the agency within the community. A review of this information shall be completed by the Executive Director / or designee to formulate goals for the upcoming year. Soar shall also offer an annual report for all interested members of the community. Soar shall advertise the availability of the annual report in the local newspapers outlining the instructions to receive a free copy of the agency report.

4. Community Goals 2019-2022:

Lansdowne

1. Develop stronger Community Advisory Board from the local community.
2. Search for a community person to sit on the SOAR Board of Directors.
3. Obtain additional referral agreements for issues regarding women, HIV, Mental Health concerns through the development of local community contacts
4. Complete a least four community presentations annually providing education on substance abuse and opiate treatment options
5. Continue to expand the involvement and connection on community grass root movements such as CAOS annually

Philadelphia:

1. Explore possibilities of civic group members becoming members of the SOAR Community Advisory Board.
2. Search for additional community members to sit on the SOAR Board of Directors
3. Obtain addition referral agreements that represent legal, medical, recreation, education, employment, women issues and others as determined by stakeholders through the development of local community contacts.
4. Complete a least four community presentations annually providing education on substance abuse and opiate treatment options
5. Continue to expand the involvement and connection on community grass root movements within the Philadelphia area. Soar will initially indentify some of the local movements within this area and will offer its services.

Bristol

1. Explore possibilities of civic group members becoming members of the SOAR Community Advisory Board.
2. Search for additional community members to sit on the SOAR Board of Directors
3. Obtain addition referral agreements that represent legal, medical, recreation, education, employment, women issues and others as determined by stakeholders through the development of local community contacts.
4. Complete a least four community presentations annually providing education on substance abuse and opiate treatment options

Warminster

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1. Explore possibilities of civic group members becoming members of the SOAR Community Advisory Board.
2. Search for additional community members to sit on the SOAR Board of Directors
3. Obtain addition referral agreements that represent legal, medical, recreation, education, employment, women issues and others as determined by stakeholders through the development of local community contacts.
4. Complete a least four community presentations annually providing education on substance abuse and opiate treatment options
5. Establish an Assessment Center for people seeking any type of treatment that can be utilized by the surrounding community.

IX SOAR Quality Management/Improvement Plan

Soar has established a methodology for collecting and analyzing information for business improvement and service delivery improvement in the domains of effectiveness, efficiency, satisfaction, and accessibility. Data is collected from a variety of sources including clients, community partners, stakeholders, staff, and other resources including financial information, risk management reports, health and safety reports, the agency's accessibility plan, and other relevant reports.

A performance analysis will be part of the Performance Improvement Plan and shall be conducted on an annual basis in order to:

- Identify areas needing performance improvement,
- Develop recommendations to improve the quality of programs and services offered to clients being served.
- Create a summary report that can be shared with our clients, staff, and other stakeholders in appropriate and meaningful ways.
- identify service needs for individuals within the community and being served at the program
- address service needs for high risk individuals
- Aid in the development of prevention strategies for members and community interest
- Aid in tracking cases and overall client progress within the facility
- Aid in informing and reporting overall statistical progress to individuals being served at the program

Currently, SOAR's Outcomes Measurement System addresses the following requirements and is not limited to:

- Outcomes are measured from the client's perspective.
- Outcomes are measured from the direct care staff's perspective.
- Measures the domain of functioning.
- Measures the domain of quality of life.
- Measures the domain of symptom distress.
- Demonstrates cultural sensitivity.

The Performance indicators for SOAR have been identified and are as follows:

1. Accessibility:

A. Clinical Indicators

1. CARF's definition of Accessibility in simple terms is a measure of individuals and community members' abilities to procure services with relative ease. Persons applying for admission must complete a 3 step process for admission, the initial phone call, the UDS screen and finally the intake. Soar will track and record the time elapsed between each step. The full intake process is considered from the initial phone call to the completion of the intake paperwork. Measures of accessibility will include

- a. Documenting the of persons requesting an intake per month, for each quarter and overall for the course of a year

- b. Documenting the number of persons admitted into the program per month, for each quarter and overall for the course of a year.
 - c. Calculating the percentage of persons admitted as compared to requesting an intake per month, for each quarter and overall for the course of a year
 - d. Documenting and recording the time elapsed for each person applying for admission from the initial call to the completion of a UDS screen. Time periods will be calculated for each month, for each quarter and overall for the course of a year
 - e. Documenting and recording the time elapsed for each person applying for admission from the completion of a UDS screen to the completion of the intake paperwork. Time periods will be calculated for each month, for each quarter and overall for the course of a year
 - f. Documenting and recording the time elapsed for each person applying for admission from the initial phone call to the completion of the intake paperwork. Time periods will be calculated for each month, for each quarter and overall for the course of a year
 - g. Documenting and recording the trends for an admission denial, monthly, quarterly and annually. Trend types will be identified such as alcohol, no show, benzo use, among others and plan of actions shall be developed to reduce these barriers by the QI Committee.
 - h. Documenting and recording the aggregate number of individuals with OUD that receive MAT services shall be collected monthly, and reported on a quarterly and annual basis to the QI committee and respected funding sources.
 - i. Trends established by the collection of this information will be reviewed quarterly and annual by the QI team and any recommendations for improvement can be established through the process. Data shall be kept in the form of written reports, excel grids and admission reports from the electronic medical records system.
2. CARF requires that resource accessibility to referral sources and other community agencies be assessed. A survey should be completed annually with results reviewed and noted by QI Team.
 - a. Community Partners will be surveyed by the SOAR Management and feedback to be shared annually with all stakeholders. Community Partners could include but is not limited to funding sources, county and state offices of behavioral healthy along with local and county CSI teams. .

2. Efficiency:

A. Clinical Indicators

1. CARF's definition of Efficiency includes a measure of how well the resources are used to accomplish agency program goals. For Soar we shall use the completion of treatment requirements by the clients as a measure. It is believed at Soar that increased levels of completing treatment requirements shows a comfort and willingness to use the resources offered at the program.
 - a. Soar will establish a overall global level of expected treatment hours to be completed by all patients within the facility

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- b. Documentation of the number of actual treatment hours completed will be established from a monthly billing report
- c. Monthly Quarterly and yearly percentages of services completed and services not completed will be calculated from the comparison of information from a and b.
- d. Data will be formulated on a monthly basis of the number of active patients who did not complete at least one individual counseling service per month. Quarterly and yearly numbers and percentages of client not completing a individual session will be established
- e. Trends established from the information collected in this section will be reviewed annually and quarterly by the QI team. Any recommendations for improvement shall be formulated by this review
- f.

3. Effectiveness:

A. Clinical Indicators

1. According to CARF, Effectiveness measures how well treatment promotes desired change in the opinion of the consumer, consumer's family members and clinicians. Soar will use the following measure to indicate Effectiveness:
 - a. Review of Established Quarterly Drug Screen Reports supplied from Quest Diagnostics.
 1. Quarterly and annual rates of opiate positive results will be established
 2. Quarterly and Annual results of Clean UD's results from all illicit use will be established
 3. Quarterly and Annual results positive for continue illicit use will be established
 4. Trends and outcomes will be established from this information which is being collected. Recommendations for the established trends shall be formulated through the QI team. A annual report of the information shall be complete.
 - b. A review of the discharges will also be completed to track the trends and follow up letters.

B. Business Operations/Administrative Indicators

1. The following will serve as measure of effectiveness:
 - a. Employee turnover and retention rates;
 - b. Employee training (as a measure of the effectiveness of the professional development goal in the agency's strategic plan); and
 - c. Incident reports (as a measure of the effectiveness of risk management and safety activities).

4. Consumer Satisfaction:

A. Clinical Indicators

- a. Data on patient satisfaction will be collected through patient surveys on a quarterly basis.
- b. Surgery collected shall be calculated to obtain percentages on each of the 14 domains of the survey to formulate information on the program
- c. Trends and outcomes of the survey shall be reviewed. Recommendations for development of the program shall be established from the information established.
- d. Outcome results of the surveys shall be shared with all stakeholders by postings, information pamphlets or other means established

Soar Corp Facility

B. Business Operations/Administrative Indicators

1. Client grievances are currently monitored as part of the agency's QI activities. That process will continue to be used as an indicator of client satisfaction.
2. Client incident reports are currently monitored as part of the agency's QI activities. That process will continue to be used as an indicator of client satisfaction

5. Business, Administrative and Financial Performance Indicators

A. Budget Development

1. Established projections for each site and corporation
2. Established and review of pay for performance standards by contract
3. Established and review of fee schedule and structure
4. Established and review of established expense projection

B. Budget Trends

1. Define and review of identified challenges
2. Define and review of management trends
3. Define and review of financial opportunities
4. Define and review of Industry Trends
5. Define and Review of external financial trends
6. Define and review of internal financial trends
7. Define and review of Funding Source Trends
8. Define and review of remediation trends

C. Audit and Comparison

1. Monthly EOB and Report outcomes
2. Monthly EOB summery match to deposits
3. Monthly Denial and Resubmissions
4. Monthly Patient monthly invoice issue
5. Individual tracking sheets

D. Planning meet patient needs

1. Access to staff
2. Alternative additional services
3. Other domains to be defined ongoing

E. Employee Metric

1. Revenue per counselor (per site and corporate)
2. Attendance patterns to employment (per site and corporate)

Soar Corp Facility

3. Cost of employee turnover (per site and corporate)
4. Cost of employee training and return yield
5. Employee incident report yielding cost and safety issues
6. Overtime cost and efficient use of
7. Employee survey material on satisfaction



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Jonathan Lichtenstein, Solicitor

ITEM TYPE: Grant

AGENDA SECTION: Consent Agenda Items

SUBJECT: Ratification of submission of an application by the Delaware County Criminal Justice Advisory Board to the U.S. Department of Justice for a grant under the Second Chance Act to provide reentry services and programs in cooperation with Public Health Management Corporation and ratifying execution of an MOU between the Jail and PHMC.

EXPENSE BUDGET LINE ITEM ACCOUNT: NA

ESTIMATED/ACTUAL COST OF REQUEST: 250000

FUNDING SOURCE: Grant

REVENUE TYPE:

PURCHASING:

GRANTS: Approval to Submit Grant

ADDITIONAL COMMENTS:

ATTACHMENTS:
[O-BJA-2022-171031 \(002\).pdf](#)
[20220525111229921.pdf](#)

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Second Chance Act Community-based Reentry Program

Grants.gov Opportunity Number: O-BJA-2022-171031
Solicitation Release Date: March 16, 2022 3:55 PM
Grants.gov Deadline: May 19, 2022 8:59 PM
Application JustGrants Deadline: May 23, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Second Chance Act to provide grants to nonprofit organizations and Indian tribes to provide reentry services and programs. This program furthers the Department's mission by reducing recidivism and facilitating the successful reintegration of individuals returning from incarceration.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00008-PROD	Community-based Adult Reentry for Organizations Serving Rural Communities	9	\$750,000.00	10/3/22 12:00 AM	36
C-BJA-2022-00009-PROD	Community-based Adult Reentry for Organizations Serving Nonrural Communities	9	\$750,000.00	10/3/22 12:00 AM	36

Eligible Applicants:

Native American tribal governments (Federally recognized), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Other

Other

Applicants should refer to the [Census Bureau definition of "rural communities"](#) to determine if they are eligible for the rural communities category. A rural area is defined as:

- (a) Any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget.
- (b) Any area or community, respectively, that is (i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area and (ii) located in a rural census tract.
- (c) Any federally recognized Indian tribe.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state,

local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays. For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: Applicants must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Beginning April 4, 2022, the federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

Step 2: Applicants must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The Second Chance Act (SCA) of 2007 (Pub. L. 110-199), reauthorized by the First Step Act of 2018, provides a comprehensive response to assist in the transition individuals make from prison, jail, or juvenile residential facilities to their communities so that the transition is more successful and promotes public safety.

SCA grant funding is designed to help communities develop and implement comprehensive and collaborative strategies that address the challenges posed by reentry and recidivism reduction. "Reentry" is not a specific program, but rather an ongoing process that starts from the moment an individual is initially incarcerated and continues throughout that individual's transition from incarceration and reintegration into the community.

This solicitation is part of the SCA suite of programs in FY 2022. This year a range of programs for states, local units of government, nonprofit organizations, and tribal governments are being competed, including:

- Community-based Reentry Program
- Improving Reentry Education and Employment Outcomes Program
- Improving Reentry Substance Use Disorder Treatment Outcomes Program
- Pay for Success
- Swift, Certain, and Fair Supervision and HOPE Institute
- Smart Reentry and Smart Supervision with Technical Assistance: New Tools to Facilitate Change

Not all entities are eligible for all programs. Applicants are encouraged to review each solicitation in its entirety to determine their eligibility and the goodness of fit for their proposal. Additional details on the SCA suite of programs can be found on the [DOJ Grants Program Plan](#).

Statutory Authority

34 U.S.C. § 60531

Specific Information

The SCA Community-based Reentry Program supports organizations and tribal governments providing comprehensive reentry services to individuals who have been incarcerated. Prior to release from incarceration, individuals will be screened, assessed, and identified for program participation. Following release from incarceration, participants will receive case management services and be connected to evidence-based programming designed to ensure that the transition from prison or jail to the community is safe and successful.

BJA is seeking applications to implement or expand reentry programs that demonstrate strong partnerships with corrections, parole, probation, other reentry service providers, and stakeholders. These partnerships should develop comprehensive case management plans that directly address criminogenic risk and needs, as determined by validated criminogenic risk assessments, and include delivery or facilitation of services.

Grants made under this program may be used for:

1. Mentoring adults during incarceration, through transition back to the community, and post-release.
2. Transitional services to assist in the reintegration of individuals who have been incarcerated back into the community, including:
 - Educational, literacy, and vocational services.
 - The Transitional Jobs Strategy: The Transitional Jobs Strategy includes employer and industry engagement integrated with best practices in reentry, innovative skill-building training, and approaches such as contextual learning and bridge programs.
 - Substance use disorder treatment and services.
 - Coordinated supervision and services for program participants, including physical health care, comprehensive housing, and mental health care.
 - Family services.

- Validated assessment tools to assess the risk factors of returning citizens.
 - Assistance in securing safe and affordable housing.
3. Training regarding incarcerated individuals and victims' issues, which may include but are not limited to trainings that support staff in delivering interventions that have evidence of effectiveness, providing robust support services and documented referrals, and replicating promising models that integrate coordination and collaboration across systems.

Prerelease Access

Participants are expected to be screened, assessed, and identified for program participation prerelease. During the post-release phase of the reentry program, participants will receive case management services and be connected to evidence-based programming designed to assist in the transition from prison or jail to the community so that it is safe and successful. Where feasible, applicants should build prerelease access into the proposed programming plan, including case management services and evidence-based interventions.

Goals, Objectives, Deliverables, and Timeline

Goals

- Strengthen communities by improving outcomes for individuals who have been incarcerated and reducing recidivism.

Objectives

- Develop comprehensive case management plans that directly address criminogenic risks and needs, as identified by validated criminogenic risk assessments, and deliver or facilitate services in a manner consistent with participants' learning styles and abilities.
- Demonstrate increased collaboration between community- and faith-based organizations and corrections, community supervision, law enforcement, and other local reentry stakeholders.

Deliverables:

- An action plan to be developed with input from BJA and the assigned technical assistance provider and submitted within 6 months of receiving final budget approval.
- A final report at the end of the project period.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

Priority Considerations Supporting Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

- Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

- Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Program-Specific Priority Considerations:

As articulated in the Second Chance Act, priority consideration will be given to applications that:

- Include a plan to implement activities that have been demonstrated effective in facilitating the successful reentry of individuals who have been incarcerated.
- Provide for an independent evaluation that includes, to the maximum extent feasible, random assignment of program participants to program delivery and control groups.
- To receive priority consideration under either area, applicants must specify, in the proposal narrative, how the applicant will address the priority.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories					
Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00008-PROD	Community-based Adult Reentry for Organizations Serving Rural Communities	9	\$750,000.00	10/3/22 12:00 AM	36
C-BJA-2022-00009-PROD	Community-based Adult Reentry for Organizations Serving Nonrural Communities	9	\$750,000.00	10/3/22 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Duration (Months)

36

Period of Performance Start Date

10/3/22 12:00 AM

Anticipated Total Amount to be Awarded Under Solicitation

\$13,500,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States; its departments, agencies, or entities; its officers, employees, or agents; or any other person.

Types of Awards

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Applicants can propose funding programs **up to** \$750,000. Applicants should budget funding to travel to a peer-learning event (such as a regional meeting). Estimate the costs of travel and accommodations for three staff members to attend one meeting per year in Washington, D.C. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. All grantees will access up to \$200,000 until an action plan is approved by BJA during the first 6-month period after the final budget is approved.

Unallowable Uses for Award Funds

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Food and beverage

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form)
- Correctional partner memorandum of agreement or understanding

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project, confirm its Authorized Representative, and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form. Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

If the applicant is seeking priority consideration, applicant **must** provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant’s plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.

This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and final award decision.

The following sections must be included as part of the proposal narrative:

Description of the Issue

- Describe the problems that formerly incarcerated individuals in the target population face when returning to the community that the applicant proposes to serve. Indicate the jurisdiction or tribal community to be served.
- Summarize the basic components of the state, local, or tribal reentry efforts as currently practiced.
- Describe the existing continuum or menu of services (pre- and post-release) available to individuals in the target population.
- Clearly specify and describe the validated assessment tool or tools used by the correctional agency, the community corrections agency, and/or the applicant to determine the risk level and identify the criminogenic needs of the individuals to be referred to the program. Specify when assessment and reassessment take place and by which agencies.

Project Design and Implementation

- Describe in detail how either or both **program-specific priority considerations** —(2A) plan to implement activities that have been demonstrated effective in facilitating the successful reentry of individuals who have been incarcerated, and (2B) conduct independent evaluation that includes, to the maximum extent feasible, random assignment of formerly incarcerated individuals to program delivery and control groups — have been met.
- Describe the plan to provide transitional reentry services to individuals returning from incarceration during the program period. Provide:
 - Confirmation of MOUs/MOAs and description of partnerships with one or more correctional agencies.
 - The processes the applicant will use to identify and recruit potential participants and match services to their identified needs, including:
 - The prerelease (if applicable) and post-release services that will be available to assist in the reintegration of formerly incarcerated individuals, whether provided by the applicant or a partner organization, including how cognitive-based programming is or will be integrated.
 - The process for matching prerelease (if applicable) and post-release services based on risk and needs identified through the validated assessment.
 - Description of the target population, including eligibility requirements, the number proposed to be served, and justification and demonstration that this is an attainable number.
 - If applicable, description of the partnership with an evaluator. Identification, definition, and justification of baseline recidivism rate. Description of the plan to collect and share data and outcome measures.
 - Description of additional partnerships and plans for collaboration and regular communication.
- State the intended ratio between case managers and participants. Describe any training curriculum components and methods of delivery.
- If a program currently exists, describe the current costs and recidivism of participants. If no program currently exists, detail how the program plan will be based on research on recidivism reduction.
- Describe how the program proposed in this application will interface with the existing reentry process. For government agencies serving as the lead applicant, provide the baseline recidivism rate and the year it was conducted.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project (s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

Capabilities and Competencies

- Describe the organizational structure, capabilities, and competencies of the applicant and other key partners,
- including how the organization is positioned to provide transitional services throughout the entire reentry process from prerelease (if applicable) to post-release community support.
- Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator. BJA strongly encourages applicants to hire a full-time coordinator with a documented history of working with formerly incarcerated individuals. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the program implementation plan. Discuss the history of collaboration with correctional agency partners. The extent to which the applicant is able to
- demonstrate a collaborative partnership with institutional and/or community corrections agencies, access to participants within facilities prior to release, and partnership with institutional and/or community corrections agencies to share data for performance measurement purposes will be key factors in assessing the strength of the application.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the

project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the plan to track program outcomes for at least 12 months following release of program participants from incarceration. The plan should include identification of objectives for program development, implementation, and

- outcomes.
Describe how performance will be documented, monitored, and evaluated — identifying the impact of each strategy once implemented, as well as the data and information that will be collected and by whom.
- Describe the process for assessing the program's effectiveness through the collection and reporting of the required performance metrics data. Discuss how the program will be sustained after federal funding ends.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SCA-Community-Measures.pdf>

BJA will require award recipients to submit performance measure data and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the program's goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30 percent of award funding.**

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Correctional Partner Memorandum of Agreement

Include as an attachment a memorandum of agreement or understanding (MOA or MOU) that clearly demonstrates an established collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population, and (2) oversee community corrections (probation and/or parole) for the target population. The MOAs/MOUs must include the following information:

1. The roles and responsibilities for staff from both agencies involved in the program.
2. Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable.)
3. Information on prerelease programming and interventions provided by the correctional agency to each participant.
4. The data elements and performance measures that the partnering agencies will provide — or assist the grantee in obtaining — for the purpose of measuring the impact of grant activities.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

Provide a timeline/program plan with each objective, activity, expected completion date, and responsible person or organization.

Letters of Support

Provide letters of support from key partners (other than correctional agency partners for which MOAs/MOUs are required) detailing the commitment to work with the applicant to promote the mission of the program.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Applicant Documentation of Proposed Subrecipients

Complete the table in Appendix A regarding proposed subrecipients of Second Chance Act funding.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant will submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant will then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by May 19, 2022 8:59pm EST.

The **full application** must be submitted in JustGrants by May 23, 2022 8:59pm EST.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk

indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (25 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

To find the funding opportunity:

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist **FY 2022 Second Chance Act Community-based Reentry Program**

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI):
 - If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at www.dnb.com.
 - On April 4, 2022, the federal government will stop using DUNS and start using the [new SAM UEI](#)

To register in Grants.gov:

- Acquire an AOR and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting

available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$750,000.

Review Eligibility Requirement:

- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If no Grants.gov receipt and validation, or error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support webpage, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants

Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Correctional Partner Memorandum of Agreement or Understanding

Budget and Associated Documentation:

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire
(see [OJP Grant Application Resource Guide](#))

Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Application Components:

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable)

(see [OJP Grant Application Resource Guide](#))

- Timeline Form
- Letters of Support
- Applicant Documentation of Proposed Subrecipients

Disclosures and Assurances:

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission, validation, or error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.



a nonprofit institute for public health

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Samuel J. Patterson
Chairperson

Richard J. Cohen, PhD, FACHE
President and CEO

MEMORANDUM OF UNDERSTANDING
BETWEEN
PUBLIC HEALTH MANAGEMENT CORPORATION
AND
DELAWARE COUNTY/GW Hill Correctional Facility

This MEMORANDUM OF UNDERSTANDING (Memorandum) made effective as of May 24, 2022, between Public Health Management Corporation ("PHMC") and Delaware County/George W. Hill Correctional Facility

1. Background

Public Health Management Corporation is a non-profit public health institute committed to developing access for all to the full array of public health services. PHMC is committed to improving the health of the community through outreach, education, technical assistance, and direct services.

Delaware County which is in the Commonwealth of Pennsylvania and is the fifth most populous county and the third most compact. Delaware County is working to engage the community and build a system that empowers and supports individuals in successfully reentering community after incarceration

2. Purpose and Objectives

PHMC and Delco enter this Memorandum of Understanding to provide services to incarcerated individuals by implementation of the proposed Delaware County Reentry Services Project to Support Individuals with Substance Use Disorders. The goals of the project are to 1) assess individuals who are identified as having a substance use concern 2) providing treatment services/support within the county jail to support these individuals; 3) linkage to treatment upon release from incarceration and 4) case planning for recovery support services post-incarceration. The Delaware County Reentry Project to Support Individuals with Substance Use Disorders and will expand on current reentry efforts and to support services for justice-involved individuals as outlined in the County's Reentry Strategic Plan.

3. Roles and Responsibilities

PHMC

PHMC will complete behavioral health assessments behind within the walls of the George W Hill jail for individuals referred for participation in the project. PHMC will coordinate with existing behavioral health services within the county jail which will include treatment services, counseling, addiction education and recovery support planning. PHMC will coordinate with staff from Adult Probation and Parole for post-incarceration service provision with community-based treatment providers. PHMC will develop post-release case plans in collaboration with staff from GW Hill

Delaware County

GW Hill will allow PHMC to coordinate services within the jail setting with identified participants. Access will be available on a daily/full-time basis.

GW Hill will provide office space for PHMC to provide services

GW Hill staff will participate in case planning activities with PHMC, Adult Probation and Parole, and community-based treatment providers

GW Hill will provide information to PHMC about programs/services provided to program participants while incarcerated which will assist with post-incarceration case planning

In Witness Thereof each party has hereto caused this Memorandum to be executed by an authorized representative on the date set forth below.

Public Health
Management Corporation

Delaware County/GW Hill
Correctional Facility

By: _____
Name: Richard J. Cohen, Ph.D.

By: _____
Name:

Date:

Date:



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Sharon Scattolino, Treasurer

ITEM TYPE: Miscellaneous

AGENDA SECTION: Tax Collection Refund(s)

SUBJECT: Approval of Central Tax Collection Department's request for refunds for the years 2020, 2021 and 2022 County Real Estate Tax for eleven (11) property owners due to over payment for the amount of taxes due.

EXPENSE BUDGET LINE ITEM ACCOUNT: N/A

ESTIMATED/ACTUAL COST OF REQUEST: N/A

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS:



Item Cover Page

COUNTY COUNCIL AGENDA ITEM REPORT

DATE: June 1, 2022

SUBMITTED BY: Sharon Scattolino, Treasurer

ITEM TYPE: Miscellaneous

AGENDA SECTION: Tax Collection Refund(s)

SUBJECT: Approval of Central Tax Collection Department's request for forty-two (42) Court Ordered refunds for the years 2021 and 2022 for properties in the City of Chester, Boroughs of Brookhaven, Glenolden, Sharon Hill and Media and the Townships of Aston, Haverford, Marple, Middletown, Newtown, Radnor, Ridley, Springfield, Thornbury and Upper Chichester in the total amount of \$74,691.32.

EXPENSE BUDGET LINE ITEM ACCOUNT: N/A

ESTIMATED/ACTUAL COST OF REQUEST: N/A

FUNDING SOURCE: Other Revenue

REVENUE TYPE:

PURCHASING:

GRANTS:

ADDITIONAL COMMENTS:

ATTACHMENTS: