

Recommendation
Board of Supervisors

Meeting Date: September 16, 2020

Prepared by: Christina Norland, Chairperson, Trails & Sidewalks Committee

Recommended Motion: Motion to approve Biohabitat's Task Order #5: Kennett Township Community Engagement Support

Background:

Kennett Township is committed to securing the health, safety and welfare of local residents and the general public through the establishment and maintenance of trails and sidewalks. To that end, Kennett Township has been developing the Kennett Greenway, which is a 14-mile trail loop designed to connect township residents to each other and to nature. The Greenway will connect residents to the assets of five municipalities, including Kennett Township, Kennett Borough, New Garden Township, East Marlborough Township and New Castle County, Delaware. Over ten parks and preserves will be connected on the Greenway loop, providing taxpayers with safe, walkable and bikeable access to the Township's open space investments.

On November 14, 2017, Kennett Township was awarded a CFA MTF Grant in the amount of \$1,700,000 for the Greenway project, and specifically for improvements to the Chandler Mill Bridge, Chandler Mill Road Trail, Parrish and Whittle Trails, South Street Path and Penns Manor. The Township match for this grant is 20% or \$340,000. Costs covered by this grant must be incurred by June 30, 2021.

Kennett Township's prior trails consultant, PennTrails, has been working on these Trail Segments since 2015, including permitting, engineering and design work. In spring 2020, PennTrails withdrew as the township's trail consultant. On May 20, 2020, the Board of Supervisors approved Biohabitats, together with its subcontractors, Meliora and Unknown Studio, as the Township's new trail consultants. At that meeting the Township also approved Biohabitat's Task Order #1 for the Magnolia Greenway Underpass. Biohabitats has successfully completed this task order, which provided conceptual engineering designs for an underpass under East Penn Railroad at Pennock Park. On September 6, 2020, the Board of Supervisors approved Task Order #3 – Due Diligence Review.

Current Matter:

Biohabitats has proposed Task Order #5.¹ Under this task order, the Township has the *option* to engage Unknown Studios for help in stakeholder meetings and conversations to kick of the

¹ Task Order #2, which includes an ecological and feasibility review of other Greenway segments, is still in development and has not yet been submitted to the Township for review.

team's role in the project, and to create momentum. This includes meetings with stakeholders such as The Land Conservancy for Southern Chester County Board of Directors, the Kennett Consolidated School Board, Longwood Gardens Board of Trustees, Kennett Area YMCA Board, Kennett Area Parks Association, the Kennett Trails and Sidewalks Committee, and others. It also allows the Township to engage Unknown Studios for outdoor, COVID-19 compliant public engagement, including at the public celebration of the Chandler Mill Bridge reopening on October 3, and outdoor site walks. The projects and engagements will be directed by the Township, paid based on time and materials, and will not exceed \$18,743.40 without prior approval by the Township.

The Trails & Sidewalks Committee voted on September 8, 2020 to recommend the Board of Supervisors approve Task Order #5.



The Stables Building
2081 Clipper Park Road
Baltimore, MD 21211

September 8, 2020

Township of Kennett, Chester County
801 Burrows Run Road
Chadds Ford, PA 19317

RE: Task Order 5 – Kennett Township Community Engagement Support

Dear Eden,

Following this letter is our proposal for Task Order 5 under the current Master Service Agreement.

If you have any questions regarding this scope of work, please contact me by phone 667-401-8472 or by email at jdowdell@biohabitats.com. If this proposed scope and fee, are acceptable, please sign below to fully execute the Agreement and give formal notice to proceed.

Once signed, please return a copy of the full Agreement to: contracts@biohabitats.com or to the mailing address above.

Sincerely,

Biohabitats, Inc.

Jennifer Dowdell, Project Manager

September 8, 2020

Signature

Name, Title

Date

Client: Township of Kennett

Execution of this Task Order authorizes Biohabitats to initiate the Work Plan in accordance with the Scope of Work, Schedule, Fee and terms as provided in the Master Services Agreement dated June 3, 2020. If this Agreement is not accepted within 30 days from the date of receipt, the offer to perform the described Services may be withdrawn and Biohabitats may renegotiate this proposal.

Signature

Name, Title

Date



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TASK ORDER 5 UNDERSTANDING

The purpose of this Task Order is to provide initial stakeholder engagement services to be later supplemented upon request to serve as stakeholder engagement partner in support of Kennett Township, Square Roots Collective (SRC) and the design team in the effort to introduce, update and engage key stakeholders around the planning and design of the 14-mile Kennett Greenway. This effort will be led by Unknown Studio with support and project management from Biohabitats.

This scope of work is meant to be complimentary to *Task Order 3—Due Diligence Trail Segment Design Review Services*. Unknown Studio's due diligence scope of work is critical to our ability to facilitate a knowledgeable and robust engagement process for multiple stakeholders that does not retread past efforts. This Task Order 05 scope of work outlines a three-stage engagement process where warranted—for stakeholders that are eager for early updates and introductions. Unknown Studio's scope of work will be supporting engagement sessions led by SRC and the Township. Please note, Task Order 3, Task 1 (Due Diligence Services) must be completed prior to any further engagement with stakeholders as detailed under Task 3 below, so that the design team has full understanding and comprehension of past efforts, studies, conclusions, and conversations.

This scope of work is not intended to be a comprehensive public engagement process for the entire greenway trail network, rather it serves as an introductory set of stakeholder meetings and conversations to kick off the team's role in the project, and to create momentum. Future task orders will cover design, planning and a robust public and stakeholder engagement process for the entire network.

Potential Stakeholder Engagement groups include:

Zoom Engagement

- The Land Conservancy (TLC) Board of Directors
- The Kennett Consolidated School Board and Kennett Borough Council
- Longwood Gardens Board of Trustees
- Kennett Area YMCA
- Anson B Nixon Park's Board of Directors
- Kennett Trails and Sidewalks Committee
- Up to 2 Additional Zoom Sessions with Stakeholder TBD

Outdoor, COVID Compliant Engagement

- Open House Public Engagement for Chandler Mill Road (October 3)
- Up to 2 Stakeholder Engagement Sessions (site walks)

Biohabitats will be prime consultant and will provide all project management and coordination with the client.

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The Chandler Mill Road Open House and Stakeholder Engagement Sessions are expected to be an outdoor, physically distanced, COVID compliant open house. All other sessions are assumed to occur via zoom or google meeting or other online venue.

SCOPE OF WORK

1. Biohabitats will provide management through the Master Services Agreement with Kennett Township for this task order but Unknown will take the lead on these efforts, with Biohabitats providing support.
2. The Client shall provide the following information or services as required for performance of its services outlined herein:
 - a. Engagement sessions will be led by SRC and the Township.
 - b. Scheduling of the sessions with the stakeholders.
3. Revisions and changes in graphics and documents, when such revisions are inconsistent with approvals or instructions previously given by the client; required by the enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents; or the preparation of alternates or deductive change orders requested by the client, shall be considered extra services and may require adjustments to the fee and schedule.
4. This proposed scope and fee is valid for a period of 60 days, after which it may be negotiated.

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PROPOSED WORK PLAN

TASK 1. Introductory Sessions

Unknown Studio will participate in **up to eight engagement sessions via Zoom**. Our scope of work will be introductory—describing philosophical approach to ecological design, trail design, placemaking, and public engagement. Unknown Studio will ask key questions and record comments and feedback. These sessions will be led by Kennett Township or Square Roots Collective. No new design or customized engagement materials will be produced for these sessions

TASK 2. Chandler Mill Open House

Unknown Studio will facilitate an outdoor "open house" at Chandler Mill Road on October 3rd (up to 4 hours). Complying with physical distancing, and mask-wearing when physical distancing is not possible, Unknown Studio will host informational stations about the Greenway, and will work together with the client to define interactive materials that:

- provide information on the greenway
- solicit feedback about the greenway
- build a constituency around the future greenway

TASK 3. Stakeholder Engagement Sessions

Once Unknown Studio has completed Task Order 3, Task 3.1 (Due Diligence Review), we will begin stakeholder engagement sessions. **Up to two site-walks** will be attended (physical distancing guidelines and outdoor-only). The purpose of these walks is to have eyes on the site together with key stakeholders to discuss opportunities, constraints, and potential design drivers of the trail segment.

Any additional sessions (up to 4 within this proposed fee) will be facilitated via Zoom, potentially with questionnaires sent in advance and 'homework' for feedback at the conclusion, allowing for following up. These sessions will present an overall picture of where the project is in schedule, planning and design by Kennett Township or Square Roots Collective. Unknown Studio will lead a facilitated presentation around design, planning, and ecological principles in order to garner feedback from these key stakeholders. A Q&A and open discussion will also be part of the agenda.

SCHEDULE

The Biohabitats-led team is available to begin work on this scope immediately upon notice-to-proceed and will adhere to a schedule mutually agreed upon with Kennett Township, with the 3rd task described above contingent on completion of Task Order 3 Due Diligence Design Review.

FEE

Compensation to Biohabitats for the services described herein are in accordance with the Scope of Work, Work Plan and Schedule specified above. This project will be managed as **Time and Materials** (includes projected reimbursable expenses) to perform this work is as follows. Unknown Studio and

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Biohabitats will not exceed the total amounts below without written authorization and approval by the client. If engagement needs to exceed the efforts described above, the team can provide additional support via the rates below on a time and materials basis.

TASKS	FEE
TASK 1 Intro Sessions (up to 8 sessions)	\$ 4,195.00
TASK 2 October Chandler Mill Open House	\$ 5,662.80
TASK 3 Stakeholder Engagement Sessions (2 site walks and 4 sessions)	\$ 8,885.60
TOTAL	\$ 18,743.40

Rates for additional efforts if this effort exceeds the time and materials above:

UNKNOWN

Principal = \$230

Sr LA = \$ 155

PM/LA = \$125

Landscape Designer = \$115

Staff Designer = \$ 80

Biohabitats Inc.

Principal = \$220

PM/Sr Planner = \$145

Engineer / Soil Scientist = \$145

Jr Engineer/Scientist = \$125

GIS Tech = \$95