

STATEMENT OF WORK

SENIOR LAND CONVERSION SPECIALIST, JUNIOR LAND CONVERSION SPECIALIST(S) AND MAPPING ANALYST SERVICES

Department of Conservation and Natural Resources
Bureau of Recreation and Conservation
400 Market Street
5th Floor Rachel Carson State Office Building
Harrisburg, PA 17101-2301

I. SCOPE OF WORK:

The Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation, requires a senior land conversion specialist (must be able to display demonstrated experience of contract tasks and requirements), up to two junior land conversion specialists (must be able to display demonstrated experience of contract tasks and requirements), and a mapping analyst in the Community Parks and Conservation Division, Land Conservation and Stewardship Section, specifically for the mitigation of conversion of protected park land and open space land to comply with the reporting requirements association with but not limited to legislative requirements with Keystone, P-70, P-500 and LWCF.

Questions regarding technical aspects of the bid should be directed to Ashley Rebert at 717-772-3322 or arebert@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Carol Durham at 717-783-3309 or cdurham@pa.gov.

II. CONTRACT TASKS:

The following tasks shall be completed in performance of contract:

Researches and reviews change in the use, transfer of ownership, control or interest in both the surface and subsurface of property DNCR funded in part for acquisition or development of parkland or natural resources in accordance with the following legislation:

- Project 70 Land Acquisition and Borrowing Act - Act 1964-8 (**P-70**)
- Project 500 The Land and Water Conservation and Reclamation Act - Act 1968-443 (**P-500**)
- Recreational Improvement and Rehabilitation Act - Act 106 of 1984 (**RIRA**)
- Keystone Recreation, Park and Conservation Fund Act - Act 1993-50 (**Key 93**)
- Environmental Stewardship and Watershed Protection Act - Act 1999-68 (**ESF/GGI**)
- Growing Greener Bond Fund - Act 2005-45 (**GGII**)
- Snowmobile and All-Terrain Vehicle Law (**S/ATV**)
- Land and Water Conservation Fund Act - Federal funds to PA through the National Park Service - Act 1965, Public Law 88-578, Title 16 (**LWCF**)
- Conservation and Natural Resources Act, Section 306(s) [Heritage Areas and Other Parks].

Researches, identifies, and locates property deeds, subdivision plans, project files and other documents to determine the exact location and boundaries of the protected parkland and if the proposed

conversion would impact the protected land for various potential conversions such as bridge improvement projects, municipal governments or land trusts requesting a change in use of the land either whole or in part or a change in ownership.

Researches Commonwealth funding sources used and follows guidelines as set forth by the appropriate legislation and Bureau policies to determine the correct conversion process procedures for use.

Participates in negotiations with government officials, National Park Service (NPS) staff, land owners, attorneys and members of the legislative community to ensure procedures are followed and complied with when completing conversions.

Prepares documentation required for federal approval by NPS (LWCF) or for legislative action for state approval (Project 70).

Verify Project 70 funded property boundaries, which may involve deed research and develop digitized boundaries using Carlson/CADD software. A GIS layer will then be developed to document the Project 70 properties. Adherence to quality control procedures will be followed as part of the mapping process.

Maintains and records documentation in designated electronic databases and spreadsheets.

Investigates and composes written responses to inquiries requesting information, documentation, or procedures followed during conversion process for approval by the acquisition section staff.

Collects and prepares supporting documentation, letters, memoranda and other documents as directed.

III. CONTRACT REQUIREMENTS:

Applicants must be a U.S. citizen.

Applicants must have a B.S. or B.A. degree in Planning, Environmental Science, Civil Engineering, or Geography Land-Use from an accredited college or university or any equivalent combination of experience and training.

Specialized Experience: To be rated as qualified for these positions, we must be able to determine that applicants meet the specialized experience requirements – please be sure to include this information in your resumes. To qualify for these positions’ applicants must demonstrate within the application that they possess at least five years of specialized experience. Specialized experience is experience that has equipped the applicant with the knowledge, skills, and abilities to perform successfully the tasks of the position. Work experience must include, but not be limited to:

- a. Performing research, and evaluations of property records, survey, maps, files, legislation or other documentation which results in identification of the location of potential non-conforming land use activity or change of ownership on deed restricted lands.
- b. Analysis of critical programs, evaluating and reviewing legislative issues, state and federal program requirements in relationship to existing deed restricted lands and providing options to public officials for compliance with various programs.

- c. Possess a working knowledge of land conversion legislation, including but not limited to P-70, P-500 and LWCF.
- d. Participating in phone calls, conference calls, meetings with local, State and Federal officials and professionals.

Knowledge, Skills, and Abilities:

Senior Land Conversion Specialist must possess training and experience that clearly demonstrates the following knowledge, skills, and abilities. This training and/or experience **MUST** be reflected by descriptions of your experience in your resume.

- a. Ability to research the title of parcels and identify restrictive covenants from multiple programs originating from P-70, P-500, RIRA, ESF/GG1, GG2, Keystone, LWCF, Heritage Areas and other Parks, Snowmobile and ATV Programs, placed on a property.
- b. Ability to comprehend the legislation establishing the restrictive covenants and ensure compliance with conversion requirements.
- c. Ability to analyze the relationship of multiple restrictive covenants placed on a property and to recommend the appropriate conversions process required to comply with all affected restrictions.
- d. Ability to analyze legal descriptions, surveys and other maps to determine the boundary of restricted land impacts by proposed non-conforming use.
- e. Ability to interpret title reports to identify any severed rights from the restricted land impacted by the non-conforming use and determining if any activity involving the severed rights impacts the restricted land.
- f. Ability to evaluate proposed replacement land required for conversions to conform to all applicable legislative requirements.
- g. Ability to communicate clearly and concisely, to owners of restricted property, non-profit organizations, land trust organizations, for-profit organizations, and local governments to explain areas of concerns, needed information, deficiencies that need addressed and how they might be addressed, to proceed with necessary procedures for a conversion on behalf of the Bureau.

Junior Land Conversion Specialist(s) must display technical knowledge that clearly demonstrates the following knowledge, skills, and abilities. This training and/or experience **MUST** be reflected by descriptions of your experience in your resume.

- a. Knowledge to research the title of parcels and identify restrictive covenants from multiple programs originating from P-70, P-500, RIRA, ESF/GG1, GG2, Keystone, LWCF, Heritage Areas and other Parks, Snowmobile and ATV Programs, placed on a property.
- b. Knowledge of the legislation establishing the restrictive covenants and ensure compliance with conversion requirements.
- c. Knowledge of the relationship between multiple restrictive covenants placed on a property and recommending the appropriate conversions process required to comply with all affected restrictions.
- d. Ability to analyze legal descriptions, surveys and other maps to determine the boundary of restricted land impacts by proposed non-conforming use.
- e. Ability to research and verify accuracy of proposed conversions by correctly interpreting title reports to identify any severed rights from the restricted land impacted by the non-conforming use and determining if any activity involving the severed rights impacts the restricted land.
- f. Knowledge to refer questions, issues, and possible solutions involving restricted property, in reference to controversial issues, unusual issues, politically sensitive or unique issues to the supervisor for final decision-making.

Mapping Analyst must have experience using AutoDesk – Computer Aided Drafting and Design (CADD) software with the Carlson software extension to graphically draw metes and bounds per the deed description. This experience **MUST** be reflected by descriptions of your experience in your resume.

- a. Ability to accurately read and process deed descriptions. The deed description will be georeferenced spatially on aerial mapping using the Carlson software. When applicable, a separate deed reference may be required to determine a northing and easting.
- b. Coordination with County Recorder of Deeds or procurement through the Landex Remote deed service may be required upon request.
- c. Once mapping is complete, coordination with the Conversion Specialist will be required to generate a Geographic Information System (GIS) shapefile overlay to export as the final digital output file.
- d. Responsible for Quality Assurance and Quality Control (QA/QC) review and coordination with the Conversion Specialist.

If you are referred for consideration, you may be asked to submit additional job-related information.

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:

<https://www2.ed.gov/admins/finaid/accred/index.html>

All education claimed by applicants will be verified by the appointing agency accordingly.

SUBSTITUTION OR ADDITION OF PERSONNEL: During the project period, personnel not previously identified in the vendor's proposal/bid may only be substituted for another person or added to the project team when approved in writing by the DCNR Program Office Project Manager. Any proposed personnel substitutions must be qualified and must meet all the requirements of the original bid/Statement of Work.

IV. CONTRACTOR REFERENCES:

After the bid opening, and prior to awarding the contract, the Department has the right to request references (names, addresses, and telephone numbers) of similar work performed in the previous two (2) years as proof of qualifications. Similar work is defined as having the knowledge, skills, and abilities as outlined under each of the specialist and analyst positions. Most importantly, potential contractors must be able to show a clear understanding of the various funding legislation requirements and how they apply to land conversions. In addition, the potential contractor must provide references that show the contractor has a proven ability to conduct land record research and an ability to analyze legal descriptions of properties.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

V. CONTRACT TERM:

The contract shall commence upon execution and receipt of Purchase Order and terminate June 30, 2021.

Further, the parties may agree to renew this contract up to two (2) additional, annual terms, with a final termination date of June 30, 2023, upon the same terms and conditions set forth in the contract. The Department, based on past contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed 3%.

The Department will reach out to the Contractor no later than February 28 prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor shall provide written notification of the intent to renew, including the request price increase if desired to the Department no later than March 31 prior to the termination date. The renewal notice should be mailed:

DCNR Bureau of Recreation and Conservation
Attn: Ashley Rebert
400 Market Street, 5th Floor
Harrisburg, PA 17101-2301.

VI. PAYMENT TERMS:

Payment shall be made on a reimbursement basis for actual services performed. Invoices shall be submitted monthly.

VII. REIMBURSABLE EXPENSES:

Payment shall be made on a reimbursement bases for actual parking and approved travel expenses incurred during the period of the contract.

Travel reimbursement shall be at or below state rates found in the most current version of the Commonwealth's Management Directive 230.10, Travel and Subsistence Allowances, and shall require the same documentation as required of state employees.

This will be added after the solicitation is closed for award, as this is not a competitively biddable item.

VIII. INVOICES:

Invoice format shall be in accordance with the IFB – Invitation for Bid.

All invoices for this contract MUST either be:

- a. Emailed to the following for a Paperless Email Invoice Option: Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth's E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

- b. Or mailed to the following address:

Commonwealth of PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

All invoices MUST have the purchase order number as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

IX. BID AWARD:

Bidder must complete and return the following:

- a. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
- b. A copy of the resumes for the Senior and Junior Land Conversion Specialists and the Mapping Analyst must be provided.

The bid will be awarded based on the lowest total sum of unit prices as indicated in the IFB-Invitation for Bids.

The contractor shall be paid at the unit price for actual work performed.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. The Contractor shall be paid at the unit price bid for actual work performed.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

X. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed bids and mailed bids will not be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

XI. BID RESULTS:

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bid results will be posted as soon as practicable. The results are the apparent bidders and all bids are under review until final award of the purchase order.