

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Bureau of Recreation and Conservation

**CONSULTANT SELECTION FOR (ALL) DEVELOPMENT PROJECTS
(Municipality/Municipal Agency)**

For development projects, DCNR requires that the Design Consultant(s) who prepare(s) the construction plans and specifications be experienced in the area(s) necessary and be of the appropriate design discipline required, for the proposed development project. Furthermore, Commonwealth law mandates that the construction plans and specifications must be **SEALED** by a registered professional from one of the three disciplines licensed to practice in Pennsylvania. In no case will DCNR approve construction plans and specifications that are not sealed by a **licensed Landscape Architect, Architect, or Engineer**.

Municipal Engineers or Consultants already on retainer with a Grantee may be considered as part of the competitive selection process; but only if the individual or firm possesses the expertise or staff capability necessary to prepare the required construction plans and specifications. DCNR reserves the right to conduct examinations of an individual's or firm's background and experience, to determine if they possess this expertise, and also reserves the right to deny approval of those individuals or firms that are thought to be unqualified to do this particular type of planning and design required for the project.

If the Grant is utilizing Land and Water Conservation Funds (LWCF) or if the required local match for a development project includes Federal Funds, such as CDBG, etc., the federal government mandates that the selection of a Consultant be conducted in a manner that provides maximum open and free competition. **Negotiation with only one (1) consulting firm or individual is not permitted.** Requests for Proposals (RFP) or interviews must be sought and obtained from several sources with the most qualified competitor selected, subject to negotiation of fair and reasonable compensation. The Request for Proposals (RFP) does not have to be publicly advertised in the newspaper, but instead can be accomplished through letters of notification or intent, to several individuals or firms. Evidence of compliance with this open selection process must be kept in your files for future state and federal auditing. The evidence should include copies of the Requests for Proposals, Letters of Notification or Intent and a record of the interview process and selection decision.

If NO Federal Funds are being used for the development project or the required local match; the Grantee should refer to the applicable section of the Municipal Code for requirements relating to contracting for **Professional Services**.