

Erie to Pittsburgh Trail Alliance RecTAP Proposal

- 1) Review EPTA's mission and goals;
- 2) Prioritize EPTA's goals and actions;
- 3) Develop cohesiveness and consensus building within the organization and;
- 4) Determine if additional assistance is needed through the DCNR Peer Grant Program and if so, identifying a municipal applicant and providing assistance with the grant application's requirements.

Proposed Scope of Work

1. EPTA will assign a sub-committee of three to five members to work with the consultant.
2. EPTA will provide consultant with background information, organizational bylaws, policies, procedures, operating procedures, meeting minutes (2013-2014), and all other pertinent information.
3. Consultant will conduct necessary research needed to amend or substantiate other analyses
4. Consultant will review and analyze the information described above and present his findings to the sub-committee.
5. Consultant will draft a questionnaire about EPTA's mission, goals, purpose, work plan, and actions to be disseminated to the full Board; collect and tabulate the completed questionnaire; review and analyze the results.
6. Consultant will meet for an extended workshop-style planning meeting with the full board with the following agenda:
 - a. Present the consultants findings and the results of his analysis
 - b. Build consensus within the Board concerning mission, goals, and actions
 - c. Determine steps to complete a full strategic plan for the organization.
7. Prepare a final report of the findings and recommendations

Proposed Meetings

One sub-committee meeting
One Board Workshop

Fee

Hourly rate \$50.00
Reimbursable expenses – up to \$200
Maximum Contract Amount - \$2500



Bob Good
Vice President, Recreation Planning