

# Request for Proposals

## Dorchester County, Maryland Comprehensive Plan Update 2017

Department of Planning and Zoning  
501 Court Lane  
Room 111  
Cambridge, MD 21613



**Issue Date: October 31, 2017**

**Proposals Due by 10:00 am on December 12, 2017**

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## The Project

Under the direction of the Dorchester County Council, the Dorchester County Planning Commission is seeking proposals from qualified firms with experience in land use and environmental planning to develop a new Comprehensive Land Use Plan for Dorchester County. The current Plan is available for review and may be downloaded at the County website.

## Project Background

Dorchester County is centrally located at the heart of Eastern Shore of Maryland. It is bordered by the Choptank River and Caroline County to the north, the state of Delaware, Wicomico County and the Nanticoke River to the east, and the Chesapeake Bay to the south and west. There is a total of nine municipalities in the County, with Cambridge being the County seat and having the largest population. US Rt. 50 serves as the primary transportation corridor, running west to east with MD Rt. 16 being the secondary transportation corridor running north to south.

There is a rich and diverse history associated with Dorchester County. Native Americans called this area home long before explorers or traders from England and Spain came to these shores. Settlers from England began to claim lands in the mid 1600's under land grants from Lord Baltimore and by 1669 Dorchester County was recognized as a County. The County was named for the Earl of Dorset, a family friend of the Calvert's (the family name of Lord Baltimore). Dorchester County is called "The Heart of the Eastern Shore" because of its mid-shore location and its geographic configuration is heart-shaped. Throughout history, renowned individuals have called Dorchester County home: Harriet Tubman, the "Moses of her people" who helped over 300 slaves find freedom through the Underground Railroad during the Civil War; and Annie Oakley, famed sharpshooter. The County's history as an agricultural and watermen community is a great sense of pride and identity for the residents.

With a goal of preserving the County's rural atmosphere and uniqueness, opportunities abound to bring new, clean industries to the County to broaden and support the needs of the local workforce. In an effort to attract new business, it is important to note that as the "Heart of Chesapeake Country", Dorchester County is easily accessible by way of U.S. Route 50 from Baltimore and Washington D.C. The County is further accessible by way of U.S. Route 13 from the New England states, New York, Philadelphia, and areas to the south. Served by the Maryland and Delaware Railroad, the area is ideal for the location of businesses serving multiple locations. The area is also served by the Cambridge Dorchester Regional Airport and the Salisbury-Wicomico County Airport, a USAir site. Bordered by the Chesapeake Bay and the Choptank River, Dorchester County enjoys waterways which are navigable by barge and heavily used by sailing and yachting enthusiasts. Dorchester County enjoys some of the county's finest seafood, most challenging wildfowl hunting opportunities, and breath-taking natural areas. Blackwater National Wildlife Refuge offers excellent opportunities to observe wildlife in their natural habitat. The Dorchester County Department of Tourism can provide visitors with up to

date information regarding the events and points of interest that make Dorchester County a prime destination for travelers to the Eastern Shore.

Dorchester County is located approximately 77 miles from Baltimore and 90 miles from Washington DC. It is the largest County, water and land combined, in the state. The population of the County stands at 32,250 people as of 2015, which represents an overall increase in population growth of 2845 persons since 1970 (US Census).

### Previous Planning Efforts

The Consultant will review the following background documents, data and information:

1. The 1996 Comprehensive Plan, as amended
2. The 2006 Draft Comprehensive Plan
3. The 2004 Comprehensive Water and Sewer Plan
4. The 2017 Land Preservation, Parks & Recreation Plan
5. The 2017 Solid Waste Management Plan
6. The Dorchester County Design Manual
7. The Dorchester County All Hazards Mitigation-Plans
8. The Dorchester County Flood Mitigation Plan
9. The Dorchester County Cultural and Historical Resources Hazard Mitigation Plan
10. Transportation Development Plan
11. The Adopted Comprehensive Plans of County Municipalities
12. 2008 Sea Level Rise Vulnerability Study (Salisbury University)
13. 2017 Dorchester County Health Care Policy Paper

### Work Program

#### Task 1: Project initiation, conditions, participation, and issues.

##### Initiate Project and Analyze Existing Conditions:

The consultant shall initiate the overall study, obtain and review existing plans, maps and other documents relevant to the project, and analyze existing conditions. The consultant is expected to analyze existing conditions in order to promulgate the various components of the Comprehensive Plan. The analysis must determine emerging trends and the suitability of

existing land use regulations, public/private facilities, and services to meet future needs. The consultant will research and develop materials including but not limited to:

- A baseline review of existing plans and relevant information, including the existing Comprehensive Plan and all of its appendices, the Zoning code, demographic and census data, and other information relevant to the required plan elements;
- An inventory of existing conditions and projected needs analysis, including:
  - a population/demographic existing land use and capital facilities (public and private water and sewer, transportation, recreation, open space) assessment;
  - residential/commercial growth patterns and development constraints;
  - sea level rise projections and current flood hazard areas;
  - and a projection of the County's population and housing trends to 2030.

Additionally, the consultant will develop, inventory, and assess issues and opportunities based on work with staff, the Planning Commission, and the public.

### Task 2: Citizen and Business Community Participation

The consultant will develop a public participation plan to keep local officials, citizens, and interest groups involved and informed throughout the planning process. The County is committed to maximizing participation in the planning process by citizens, civic associations, environmental groups, local business groups, the development and building community, government agencies, as well as municipalities located in the county. The County will encourage the consultant to employ a variety of public participation and marketing techniques. Such techniques may include branding of the update by creating a logo, billboards, newsletters, public opinion surveys, Facebook and other social media pages, press releases, documentary, visual preference surveys, informational meetings, community workshops, stakeholder's meetings, developer's forums, focus groups, project website, brochures, planning concepts on display at various public locations throughout the County, and charrettes.

The public participation plan will identify techniques to facilitate committed public involvement in the preparation of the plan. The program includes methods to keep the larger affected community informed and contains a timetable explaining the length of time allotted for the preparation of the plan and the points at which the public may participate or is debriefed.

The Consultant, with the input of the Planning Department, is responsible to determine the most efficient and inclusive method to fulfill this obligation. The Consultant will be required to submit a plan for this process.

The criteria for the public participation program for the Planning Department include:

- Preparation and administration of a community participation process;
- Necessary criteria for the evaluation of community input; and

- A report discussing the public outreach criteria and summarizing the community's comments.

The County's business community through the Chamber of Commerce and County Economic Development Office should also be engaged in the Plan process and solicited for input on this Plan. In addition, input should be solicited from watershed organizations and affiliated local agencies including but not limited to the Parks and Recreation Department, Department of Public Works, and the Health Department, Tourism Department, Local Management Board, Shore Regional Health and the County Sanitary Commission.

We also envision that a number of community outreach meetings will be held in order to seek the opinions and views of the public at large, report on progress as the Plan develops, solicit comments on specific ideas or concepts, and identify problems or barriers that must be acknowledged and overcome. In addition to public meetings, the approach may include other avenues for stakeholder engagement such as surveys or a portal on the Planning website. The County envisions at least twelve facilitated community public meetings, in addition to the above noted Planning Commission work-session meetings.

County staff will utilize the County's Planning Department website to communicate the project schedule, upcoming meeting dates, and links to various contact persons. The use of other forms of social media is anticipated. The consultant shall provide updates, web-ready graphics, and maps as they are produced.

The consultant will assist with public outreach efforts including, but not limited to, developing fliers, organizing meetings with citizens and the project partners, meeting participation, disseminating information gathered at public meetings, and making recommendations based on public input.

### Task 3: Plan Development

#### **Introductory Chapter**

This chapter is intended to familiarize the reader with the intent of the Plan, the Plan history in the County, the legal basis (including State mandates) for the planning visions and the relationship of this Plan to other Planning documents adopted by the County.

#### **Chapter 1 - Background**

- a. Demographics- Profile and trends since 1996 Plan
- b. Population
- c. Housing, including new housing starts by PFA year/type
- d. Income
- e. Employment
- f. Existing Land Use

## **Chapter 2 - Land Use**

This chapter will include an evaluation of current land use, the consumption of land use by category since 1996 Plan, and the identification of land use patterns. This will be followed by a comparison of those patterns to the suggested 1996 Land use element, and then create a new Land Use Plan map - GIS based.

This will include:

- Any revised Comp Plans, PFAs, and municipal growth plans for each of the county's nine incorporated towns;
- An analysis and recommend changes/updates to County designated PFA's;
- The relationship between population projections and future land use consumption.
- A discussion of the relationship between future land use, and the prevalence of environmentally sensitive area.
- Examine the municipal growth areas, including recent areas of annexation.

## **Chapter 3 – Transportation and Utilities**

This chapter will include a map of existing state and local road systems, including function Classifications of roads as identified by both the State of Maryland and Dorchester County.

The identification of other modes of transportation connecting and serving the citizens, including public transportation, the county Airports rate, biking/pedestrian trails, and rail service.

Identification of all existing wireless communications towers, broadband, solar and wind farms, and development policies proposals for how these uses should be regulated/sited for future land use.

## **Chapter 4 - Community Services and Facilities**

The consultant will identify and map community facilities and services including, but not limited to, county-owned public facilities, law enforcement, public and private educational facilities, library services, healthcare and social services, mental health, and senior services.

Recommend policies for:

- County parks, marinas, state & federal lands, Harriet Tubman Visitors Center
- Water & Sewer
- Solid Waste
- Educational Facilities
- Healthcare Facilities

## **Chapter 5 – Economy and Tourism**

This chapter will discuss the economic profile of Dorchester County, to include such factors as:

- Economic Sectors Profile
- Labor force profile
- Availability of suitable land for future industrial/commercial growth
- Tourism, Heritage Areas, Scenic By-Ways
- Policies for promoting job growth, retention of existing businesses, revitalization of neighborhood business, and promoting various types of tourism
- Resource based industries:
  - Agriculture
  - Maritime
  - Forestry

### **Chapter 6 - Housing**

A discussion on housing must include:

- Housing supply and demand
- Substandard housing
- Housing programs (Assisted housing)
- Housing affordability, including workforce housing
- Policies to improve the supply and the standards of rented housing
- Policies for minimizing losses based on known or predicted hazard vulnerability

### **Chapter 7 - Historic and Cultural Preservation**

This chapter will provide a profile of the existing known historic and cultural resources including, but not limited to, sites on the national register of historic places, heritage areas, historic preservation easements, and historic districts.

And will provide development policies which:

- Encourage community revitalization through adaptive reuse,
- Encourage protection of historic and cultural resources, and
- Consider the adoption of an historic preservation overlay district.

### **Chapter 8 - Natural Resources Element**

This chapter will include an update to the Water Resources Element to include:

- An analysis of septic and public sewer capacity as it pertains to public health and the growth in the county,
- An analysis of public water system capacity as it pertains to public health and to growth,

- A description of public water and sewer systems and recommendations for future infrastructure planning,
- An analysis of nonpoint sources in relation to nutrient load impacts and proposed reductions,
- A description of the regulatory framework for stormwater management,

An update to the Mineral Resources Element which identifies:

- undeveloped land that should be kept in its undeveloped state until the land can be used to provide or assist in providing a continuous supply of minerals, and
  - appropriate post-excitation uses for this land that are consistent with the County's land planning process; and incorporates land use policies and recommendations for regulation to balance;
  - Mineral resources extraction with other land uses and, to the extent feasible, to prevent the preemption of mineral resources extraction by other uses.
- A sensitive areas element which describes how the County will protect streams and their buffers, habitat of protected species, steep slopes and non-tidal wetlands,
  - A description of the regulatory framework of the Chesapeake Bay Critical Area programs/law and its impact on land use, and
  - A discussion on sea level rise and its impact on long-term planning, land use, and stormwater management in the County.

## **Chapter 9 - Plan Implementation**

The implementation element will include recommendations for the following:

- Regulations affecting plan implementation,
- Streamlining review of applications for development,
- Providing for flexible development regulation,
- Economic development in designated growth area, and
- A review of the coordination and streamlining goal, set forth in Chapter 8 of the 1996 Comprehensive Plan.

### Task 4: Adoption of the Comprehensive Plan

The consultant will present a new Comprehensive Plan for Planning Commission review and recommendation, and present it to the County Council for approval and adoption. The process may include revisions prior to final adoption. The Consultant will evaluate the Plan's compliance and consistency with the Maryland Land Use Article and will assess how consistency with the state statute supports or may hinder the proposed goals and policy for the County.

This task consists of the following:



- Preparation of a number of summaries, in brochure and/or poster format, condensing the findings, goals and objective of the Plan. All draft materials shall be provided to Planning staff prior to all public meetings and/or hearings. This information, like all information supplied to the County, must also be available in electronic format.
- ArcGIS scalable map packages ready for printing in the following sizes 11" x 17", 24" x 36" and 36" x 48".
- Facilitating at least twelve Community Public Work-sessions.
- Presentation(s) and work-session(s) with the Planning Commission.
- Planning Commission Public Hearing(s).
- Public Hearing(s) and adoption by the County Council

## **DELIVERABLES**

The consultant shall deliver the draft and final documents in both hard and electronic copies that will be available for all members of the Planning Commission, County Council, Planning staff, and copies for public review. One unbound reproducible original copy of the final updated Comprehensive Plan shall be provided to the Planning Department, along with electronic formats to allow for reproduction, revision and direct web posting. The Comprehensive Plan format shall consist of both a reproducible hard copy version of the adopted plan in an 8 1/2 "by 11" (vertically oriented) format and a digital version with text in Microsoft Word format as well as PDF. The Plan will become the domain of the County.

All Maps and data in the final version shall also be delivered in digital format for use in ESRI ArcGIS software (most current version). All files shall be submitted in an unprotected format that can be revised or updated by the County.

Metadata shall be included and comply with FGDC standards with the following required:

- An abstract containing a brief narrative summary of the data set including levels of accuracy and methods of data capture.
- Purpose for creating the data with a summary of the intentions with which the data set was developed.
- Citation including the name of the organization and/or individual that developed the dataset.
- Maintenance requirements noting the frequency with which changes (if any are necessary) are made to the data set after the initial data set is completed.
- Theme key words associated with the data set.
- Contact information for the creator of the data set and for the creator of the metadata.
- Date the data was published.

Dorchester County shall retain ownership of all generated data.

## **KEY ROLES AND RESPONSIBILITIES**

## Department of Planning and Zoning

- The Department will maintain overall responsibility for the project.
- The Environmental Planner will serve as the County's primary liaison to the successful firm and Coordinator for the project and consultants on a day-to-day basis.
- The Planning Director is the Project Manager.
- County staff will provide day-to-day support for the project.
- County GIS staff will provide consultants with available data, or source of available data, for review and analysis. This County GIS utilizes ESRI ArcGIS software.
- Will be responsible for notifying project partners of meeting dates and schedules, and mailing any necessary materials. Will photocopy meeting materials as necessary.
- Will be responsible for posting project information, meeting schedules, and notices of public meetings and forums on the County website.

## Consultant Team

- Will prepare detailed work program and schedule with concurrence from the Department of Planning and Zoning.
- Will be responsible for facilitating the meetings with project partners, Public Forums, Planning Commission work-sessions, and Public Hearings for the Planning Commission work-sessions, and Public Hearings for the Planning Commission and County Council. Any meeting graphics will utilize Microsoft PowerPoint presentations.
- Will be responsible for presentation and public comment in at least twelve public meetings.
- Will be responsible for providing 20 paper copies and 1 electronic copy as follows:
  - Review in sections for presentation and public comment in at least twelve public meetings;
  - the draft Plan for the Planning Commission;
  - the final Plan (as recommended by the Planning Commission to the County Council); and,
  - the Adopted Plan.
- Will prepare a written meeting summary of all meetings per Open Meetings Act compliance.
- Will prepare plan documents, graphics, and maps associated with the project.
- Must utilize compatible GIS/Microsoft office software. The County GIS utilizes ESRI ArcGIS software. All maps created for this project will be provided to the County in such format and will become property of the County.
- Will prepare a proposed billing schedule based on the completion of itemized tasks and submit as part of the contract.
- Provide the County will all reference materials and sources that may be used in preparation of the Comprehensive Plan.

- The consultant will provide monthly reports which document progress toward the achievement of the above stated goals and products/outcomes.

These reports shall also describe difficulties encountered for each activity, any changes in expected deliverable dates or materials, any allowed/agreed upon budget changes, or changes in staffing.

For proposal purposes, submitters may assume a completion date of September 30, 2019.

#### Maintenance of Record and Reports

The consultant shall maintain records as necessary to complete monthly financial and status reports on the contract activity which shall include the service delivered, the period of time involved with the project, and the products provided. The consultant will provide the Dorchester County Department of Planning and Zoning with all original documentation, information and data, as well as any technical reports or working papers that may be generated during the project. The County retains ownership of all data collected or used in this project.

#### **CONSULTANT QUALIFICATIONS**

The selected consulting firm should have experienced staff in the fields of land use planning, zoning, comprehensive planning, demographics, housing, hazard mitigation, environmental disciplines, adequacy of public facilities, cost of growth concepts, and understanding of the connections between land use decisions and fiscal and economic sustainability, as well as clear knowledge of the State of Maryland Land Use Article, Critical Area Regulations, and any other pertinent disciplines as deemed appropriate based on the consultants understanding of the project.

Consultants should be familiar with the region and must have demonstrated experience undertaking similar projects in other jurisdictions.

Consultants shall demonstrate that they have no conflict of interest in working with the County on this project.

#### **SELECTION PROCESS**

Dorchester County will make a single award from qualified submitters for the Dorchester County Comprehensive Plan 2017-18 Update.

The Selection committee will evaluate all qualifying proposals received by the submission deadline. Each member shall independently rate the submittal based on the criteria below. Several criteria will be closely evaluated and the proposals ranked on the evaluation criteria set forth below, and may include information obtained during oral presentations or follow up phone conversation. Only those proposals considered acceptable of award will continue through the evaluation cycle.

## **EVALUATION CRITERIA**

Evaluation will be based on Dorchester County's understanding of the Offeror's capability for providing the Scope of Services requested. In making this judgement, the selection committee will consider the following factors:

- A high level of professional competence and a proven record of accomplishment in the preparation of land use ordinances, zoning map creation, Comprehensive Plans, and the implementation of public participation programs.
- Demonstration of professional, technical, and legal expertise, and experience of the principal personnel assigned to the project.
- Relative proximity/location of the consultant team(s) office headquarters to Cambridge anticipating a high level of direct interaction and communication with County staff and or public officials will occur.
- Public facilitation capabilities and experience working with the public, as well as citizen committees, in diplomatically crafting standards and/or criteria to be incorporated within the work product(s).
- The proposal should clearly demonstrate the firm's understanding of the County's overall objectives in the comprehensive plan update process.
- Ability to produce high quality documents and graphics that are user friendly.
- Ability to make high quality oral and visual presentations.
- Ability to listen, be flexible, and follow and/or implement direction and/or ideas or concepts.
- The consultant team's ability to interact with the public, county staff, and public officials.
- Ability of consultant team to demonstrate initiative, motivation, and knowledge of Dorchester County.
- Cost of preparing the comprehensive plan update in relationship to the services offered.
- Capacity of the candidate to perform the work in a timely manner.
- Evaluation of past projects with special attention paid to projects conducted with local government and municipalities. Factors evaluated include quality of work, cost control, and demonstrated ability to meet scheduled deadlines. Ability of the firm to meet the project schedule and remain within the budget will also be evaluated.

## **CONSULTANT SELECTION**

Following the evaluation process, the County will attempt to negotiate an agreement with the preferred consultant. If no agreement can be reached with the preferred consultant, that consultant shall be dismissed and the County shall proceed with negotiations with the second-preferred consultant. This process may be repeated as necessary until an agreement can be negotiated that is satisfactory to both parties. The County Council will approve the contract with the selected firm.

The final selection will not be based necessarily on lowest bid, but rather the proposal, that in its entirety is deemed to best suit the needs of Dorchester County and the scope of the project. Selection will be based on the consultant's demonstration of experience and qualifications, understanding of the project scope and budget, and ability to complete the project in a timely manner.

Since time is of the essence, award of the project is expected to occur within 30 days from the proposal opening.

At any phase, the County reserves the right to terminate, suspend, or modify the selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, all for the best interest of the County.

Proposals that are substantially incomplete or lack key information will be rejected by the County.

Dorchester County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contracts.

## **PROPOSAL FORMAT**

All proposals must follow the format presented below. No exception to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in the same order as the RFP. All proposals must include the following components:

Section Content:

- Company Profile
- Project Team
- Related Experience
- Project Services
- Proposed Fee
- Proposed Schedule
- Additional Information
- Contract and Insurance

## **PROPOSAL COMPONENTS**

Cover Letter

Provide a one to two-page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. The cover letter should provide the following:

A brief statement of the consultant's understanding of the project.

The name, title, phone number, fax number, e-mail address and street address of the person in the consultant's organization who will respond to questions about the proposal.

Highlights of the respondent's qualifications and ability to perform the project services.

### **SECTION 1: COMPANY PROFILE**

This section should provide the following information about consultant:

- Consultant's name, email address, business address, phone number, and fax number.
- Business location and officers of the firm.
- The year the consultant's firm was established.
- Former names of the firm, if applicable.
- The type of ownership and parent company, if applicable, and
- A brief statement of the consultant's background, demonstrating longevity and financial stability.

### **SECTION 2: PROJECT TEAM**

Identify the designated project manager and the project team and statement of availability and location of key personnel to work on the Dorchester County assignment. Include a project team organizational chart. For each key person to be assigned to the project, include a one or two-page resume that includes a summary of relevant professional qualifications, project experience, and education. Qualifications of firm members who will not be assigned to this project is unnecessary.

Subcontractors: All proposals shall include a list of any subcontractors and their responsibilities. The County reserves the right to reject the successful Offeror's selection of subcontractors for good cause. If a subcontractor is rejected, the Offeror's may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

### **SECTION 3: RELATED EXPERIENCE**

For up to three (3) relevant projects, include a one to two page project description that demonstrates capabilities in the project services and experience with similar clients. Additionally, include the name, address, and phone number of the responsible official of the client organization who may be contacted by the County.

The proposal should demonstrate a clear ability to provide services in all areas required by the County to achieve project objectives. The consultant should provide past experience demonstrating creativity regarding the project tasks.

#### **SECTION 4: PROJECTED SERVICES**

This section should include a work program and be the main section of the proposal. The proposal should include the consultant's approach to this project and understanding of the assignment. The proposal should clearly identify the philosophy and approach of the consultant, as well as provide a detailed outline for the proposed tasks and timeline for executing the requirements of the Scope of Services.

#### **SECTION 5: PROPOSED FEE**

The consultant will provide a detailed work program and schedule of values, including itemized cost and anticipated start and finish dates for the major tasks associated with the project. The consultant shall define and outline the proposed elements of work, number of meetings, proposed schedule and any assumption made in the assembly of the fee. The consultant should identify and itemize any other significant tasks contributing to the proposed fee.

The proposal shall identify the total project fee to conduct all services included in this request for proposals, including tasks that based on the consultant's experience may not be mentioned herein, but which would result in a better project. The consultant may also recommend alternatives for any particular task which may be discretionary at the preliminary stage and which may affect the cost so that the County may make an informed decision to add and/or delete selected work from the scope of services.

The total project fee is to include all anticipated consultants cost including, but not limited to, meeting attendance and facilitation, travel expenses, correspondence and staff report preparations, document preparation and production, and document graphics or other necessary presentation graphics, etc.

The County anticipates a budgetary expenditure for this project of approximately \$100,000 but not to exceed \$140,000. These expenditures will be funded over two fiscal years; FY18 and FY19.

Consultants are encouraged to make suggestions on how the work program could be improved, while still satisfying the objective of the study.

Include a statement of hourly and task rates for unanticipated work beyond the total project fee. This would be a fee schedule for supplemental charges that would be charged for additional unforeseen work tasks beyond those proposed/anticipated in the proposal, should such services be required. This would include fees for items such as conducting additional meetings with County staff; additional trips to and from Dorchester County; additional iterations/revisions of product deliverables. Provide per-occurrence, per-unit, or per-hour rates, as appropriate, for such additional services.

#### **SECTION 6: PROPOSED SCHEDULE**

Submit a schedule for the completion of the project service and the deliverables identified in Section 4 of your proposal. Include the proposed start and end dates along with a proposed schedule for completion by task and/or intermediate delivery dates of products. Award of the project is expected to occur within thirty (30) days from the proposal opening.

The overall timeline for the development of the Comprehensive Plan will be approximately 24 months. As a submittal requirement, the applicant will submit a project schedule showing key task target dates, including public meetings and hearing and estimated task duration.

#### **SECTION 7: ADDITIONAL INFORMATION**

At the submitter's discretion include additional information that supports the proposal. Maximum of five (5) additional pages.

#### **SECTION 8: CONTRACT AND INSURANCE**

The selected consultant will be required to execute a contract in a form acceptable to Dorchester County. Following the selection of a firm and the successful negotiation of an agreement, a contract shall be executed between the County and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

The selected consultant is also required to provide proof of insurance the types of which and in amounts that are acceptable to the County. Insurance may be obtained from a single insurance company and policy or from multiple companies and policies. With all types of required insurance except Worker's Compensation, the Contactor must add the County as an additional insured. Proof of insurance showing the County as an additional insured are not required at the proposal stage but are a condition precedent to the award of a Contract.

#### **SIGNATURE OF BIDS**

Bids submitted by corporations shall be signed with the legal name of the corporation, followed by the state of incorporation, and by the signature of the officer authorized to bind the corporation in this matter.

#### **PROPOSAL SUBMISSION**

All proposals must be received by the Department of Planning and Zoning no later than 10:00 am, Eastern Standard Time, Tuesday, December 12, 2017 at which time the proposals will be opened in the Council Hearing Room located at 501 Court Lane, Cambridge, Maryland. Only names of the firms submitting proposals will be read aloud. Proposers and the general public are invited to attend.

Submit five (5) paper copies and one (1) electronic copy (in pdf format) of the proposal in a sealed envelope bearing the submitter's company name and clearly labeled "**Sealed Proposal**"



**for Dorchester County Comprehensive Plan 2017-18 Update: Attn. Brian Soper.”** No e-mail or faxed proposals will be accepted.

Proposals sent via express delivery service should be sealed in an envelope inside the express container. The Offeror assumes the risk that an envelope not properly marked will be mistakenly opened, and thus rendered ineligible for consideration. No responsibility shall attach to the County for premature opening of a proposal not properly addressed and identified as specified herein. The County will not make any adjustments to the proposal based on additions or deletions on the outside of the envelope.

For additional information, please contact: Brian Soper, Environmental Planner, Dorchester County Planning & Zoning, 501 Court Lane, Room 111, Cambridge, Maryland 21613. Phone: 410 228-3234, Email: [bsoper@docogonet.com](mailto:bsoper@docogonet.com).

All material submitted in response to this RFP will become the property of Dorchester County. All expenses incurred by the consultant in responding to this RFP will be borne solely by the proposing company. Information concerning the proposals will not be given out until the contract has been awarded. It is Dorchester County policy that all proposals must be made available for review by the public upon request.

The County will not return proposal materials to those submitting proposals.

**CONFLICT OF INTEREST: CONFIDENTIALITY.**

The Offeror covenants that it presently has no interests, and shall not have interest, direct or indirect, which would conflict in any manner with the performance of services required under this RFP. Without limitation, Offeror represents to and agrees with the County that Offeror has no conflict of interest between providing the County services hereunder and any interest Offeror may have with respect to any other person or entity (including but not limited to any federal or state regulatory agency) which has any interest adverse or potentially adverse to the County.

The selected Offeror agrees that any information, whether proprietary or not, made known to or discovered by it during the performance of, or in connection with this RFP will be kept confidential and not be disclosed to any person other than the County, its designated officials, employees, and authorized agents. The Offeror agrees to immediately notify the County in writing if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this RFP.

**PUBLIC INFORMATION ACT NOTICE**

All proposals will be confidential until after contract award. At this time, proposals may be inspected by others when requested in writing pursuant to the Maryland Public Information Act. Offerors should give specific attention to the identification of those portions of their

proposals that they deem to be confidential, proprietary information and provide any justification why such materials, upon request, should not be disclosed by the County under Maryland's Public Information Act, Title 4 of the General Provisions Article, Annotated Code of Maryland.

#### **WITHDRAWAL OF PROPOSALS**

Proposals submitted in response to this solicitation are irrevocable for 90 days following the closing date for proposals or after receipt of best and final offers, whichever is later. This period may be extended at Dorchester County's discretion.