

REQUEST FOR PROPOSALS

THE VALLEYS REGIONAL COMPREHENSIVE PLAN

The Valleys Regional Planning Group invites firms to submit a technical and cost proposal for The Valleys Regional Comprehensive Plan. Participating entities in the planning process include; the townships of Halifax, Jefferson, Rush and Wayne, and the borough of Halifax. **12 copies of each proposal and accompanying information must be received by the Valleys Regional Planning Group by December 12, 2008, 4:00 pm at Tri-County Regional Planning Commission office. Questions should be addressed to Mr. Tim Reardon, Associate Executive Director, at (717) 234-2639.**

1. REQUIRED QUALIFICATIONS

Only proposals from applicants who are properly qualified and prepared to conduct the work required will receive serious consideration. Applicants should have experience conducting public/ outreach meetings. Applicants must have Geographic Information Systems (GIS)/ spatial mapping skills and capabilities. Only applications from consultants who can demonstrate in their proposal they are capable of producing detailed maps, charts, graphs, and narratives will receive serious consideration. Applications should include specific references of such work and/or drafts of the kind of deliverables required of the consultant chosen to perform this plan. Demonstration of excellent writing and basic analytic skills is necessary.

2. NONDISCRIMINATORY POLICIES

The following points are regarding the Nondiscriminatory Policy that must be observed by the County of Dauphin and its contractors and consultants:

- Bidders, in all solicitations or advertisements, will not discriminate against any employee, candidate for employment or applicant for employment because of race, color, creed, sex, age or national origin.
- In the event a bidder is in noncompliance with the nondiscrimination clauses, the contract may be cancelled, terminated or suspended in whole or in part.
- The vendor shall abide by all applicable federal or state statutes, ordinances, laws and regulations, including, but not limited to, the Americans with Disabilities Act.

To receive serious consideration, prospective consultants must include the language of the above bullets verbatim in their application, and must include a statement in their application affirming their commitment to honor and abide by these nondiscriminatory policies.

Note: The chosen applicant will be required to sign on to the Commonwealth of Pennsylvania Nondiscrimination Clause. The signed document will be included as an addendum to the contract agreement.

3. PREFERRED QUALIFICATIONS

Applicants with experience in multi-municipal planning will be preferred. Applications from those who – in their proposal – can demonstrate past experience developing regional comprehensive plans will be preferred.

Applicants will be preferred if they can demonstrate an intimate and thorough working knowledge of upper Dauphin County and its regional characteristics and attributes.

4. SELECTION PROCESS

To qualify for consideration, prospective consultants must propose in their application how they will budget their time to conduct this work, and should make a persuasive case that they will be able to conduct this project despite other work commitments. Prospective consultants must present both a project and a deliverables timeline in their proposal, displaying when certain project action steps would be taken.

Applicants must also include budgets in their proposal detailing how project monies would be spent to develop the plan and cover related costs (hosting the required number of meetings, generating paper and compact disk copies of the plan, etc). Applicants are encouraged to propose reasonable budgets within the financial parameters of **\$62,500** (see Budget Parameters). Proposed budgets must stay within the current **\$62,500** budgeted for Consultant reimbursement.

By December 22, 2008, once all applications have been evaluated, a short list of applicants will be invited to a meeting (to take place on January 13, 2009) to make a presentation of their proposal for further consideration to the consultant selection committee, comprised of representatives of the borough of Halifax, townships of Halifax, Jefferson, Rush and Wayne, with oversight by Tri-County Regional Planning Commission and the Pennsylvania Department of Community and Economic Development.

The prospective applicant which will ultimately be offered the work contract will be decided by the consultant selection committee. **Only one (1) consultant (or consultant firm/ team/ group) will ultimately be hired.** All applicants will be notified by mail by December 23, 2008 as to whether they will be invited to the January 13, 2008 VRPG meeting. All applicants will be notified by mail of the final hiring decision by January 16, 2009.

5. BUDGET PARAMETERS

The total project budget will not exceed \$75,000.

The Valleys Regional Planning Group is currently working to secure a grant from the PA DCED for this project. In working with PA DCED staff, it is hoped to be able to secure grant monies by early December 2008, with notice to proceed by the end of the calendar year. A match is required to secure this grant. The match is comprised of \$12,500 of Dauphin County Intermunicipal Cooperation Grant funds and \$12,500 of in-kind services that will be contributed by the TCRPC.

\$12,500 of the project monies will be set aside to reimburse Tri-County Regional Planning Commission staff for their involvement in coordinating project development and providing data on behalf of the Valleys Regional Planning Group. **Much of the formatted basic study**

data and base mapping is available through the Commission staff. Analysis (data and mapping) is expected to be part of the consultant effort.

The remaining funds will be used to reimburse the consultant for costs associated with development of the plan, and to compensate them for generating the required number of (paper and compact disk) copies of the plan (and related materials) when it is published. The consultant will be required to submit itemized invoices to Tri-County Regional Planning Commission along with their progress reports so progress can be tracked and the consultant properly compensated.

Recognizing the limitations of the funding there will be room for discussion on the methods, process and procedures developed for the plan. Consultant input on achieving the best product for the money will be considered.

Reimbursement for the consultant's efforts will be contingent upon receipt of deliverables deemed satisfactory. As mentioned, the consultant will be required to submit invoices to TCRPC with requests for reimbursement. **The TCRPC will reimburse the consultant as able according to the installments of grant monies released by Dauphin County and the PA DCED. TCRPC will fully reimburse the consultant for expenses incurred on the invoice basis as authorized, but the final reimbursement installments will be contingent upon successful completion of project deliverables to the Valleys Regional Planning Group.**

The following table explains the budget parameters.

PA DCED	DC Grant	TCRPC In-kind	Consultant	TCRPC
\$50,000	\$12,500	\$12,500	\$62,500	\$12,500

6. RELATIONSHIP WITH OTHER DOCUMENTS

Ultimately, the Valleys Regional Comprehensive Plan is intended to be adopted by the participating municipalities. The Consultant will consider the 2008 Dauphin County Comprehensive Plan when developing the VRCP.

Also, the Consultant will consider any current or previous County, State or municipal comprehensive plans when developing the plan, including:

- Tri-County Regional Planning Commission's 2003 Regional Growth Management Plan, giving special consideration to Community Service Areas (CSAs) and the land needs concept
- Harrisburg Area Transportation Study (HATS) reports, including the Regional Transportation Plan
- Jefferson Township Comprehensive Plan (2008), with data collected for this plan having the intent of providing regional information.

7. PROPOSAL FORMAT

Each technical and cost proposal shall contain the following information:

- **Section 1: Cover Letter** – A brief statement to the Valleys Regional Planning Group regarding the proposal and the name of the primary consultant contact.
- **Section 2: Project Approach** – An explanation of the consultant's understanding of the study area, the planning process, and the integration of community involvement. The consultant should be specific regarding the techniques to be utilized to engage the public and should highlight previous experience with these techniques.
- **Section 3: Project Organization** – An organization chart describing the roles and responsibilities of each major entity and/or individual.
- **Section 4: Work Program** – A listing of the work activity to be completed for each phase of the project (see the attached descriptive plan outline to develop the work program). The list of deliverables, timing, and costs shall be provided for each phase.
- **Section 5: Project Schedule** – A graphic depiction of the project schedule, providing the number of months to complete the project, the overlap of various phases, and the key milestones for community involvement and deliverables.
- **Section 6: Project Costs** – In keeping with the budget parameters above, a cost estimate for each phase, including the total number of hours and total labor dollars. An expense budget shall be provided for the entire project. The consultant shall indicate the type of indirect costs covered by the expense budget. A detailed breakdown of expenses is not necessary.

8. EVALUATION CRITERIA

The proposals will be evaluated based on the following criteria:

- Completeness of the proposal in addressing the work program and the proposal format.
- The consultant's recent experience in multi-municipal planning.
- The consultant's recent experience in developing and integrating community involvement programs, building community capacity, dealing with the media, and resolving conflict.
- The consultant's recent experience in working with communities in developing strategies to address specific agendas and funding recommendations.
- The consultant's demonstration of an understanding of the PA Municipalities Planning Code, as amended.
- Qualifications of the companies and personnel assigned to the project based on the qualifications package and the reference checks of current and past clients.
- Time estimate for project completion.
- Cost estimate for project completion.

9. EXPECTATIONS FOR THE PLANNING PROCESS

The planning process shall address methods to achieve the following:

- A thorough understanding of past and present trends and future projections.
- A professional examination of community needs and specific recommendations for adjustments.
- Short- and long-term goals, which will be mutually accepted by the five municipalities.
- The balance of development types, including residential, commercial and industrial development as set forth in a future land use plan.
- The management of growth.
 - The calculation of development potential.
 - The coordination of population growth with adequate, preferably existing, infrastructure (land needs concept).
 - The provision of measures and incentives to protect natural resources, farmland and open space.
 - The provision for coordinating with the Appalachian Trail zoning initiative.
- The development of strategies to encourage the continued cooperation and coordination between the five municipalities.
- A realistic, publicly accepted and implementable plan.

10. PLANNING PROCESS

The proposal will address the following planning process and the descriptive plan outline (attached). The consultants shall at a minimum address the information requested under task/consultant services (underlined and in italics). It should be noted the public process for each section can be concurrent with another appropriate section.

Section 1: Understanding the Community

Purpose:

- Introduce the project to the region.
- Develop an understanding of the assets and issues facing various sectors of the community.
- Understand the relationship of the five municipalities to the region as a whole
- Describe the existing conditions of the region.

Tasks / Consultant Services:

- Initiate the Community Involvement Program – *list activities for obtaining initial public input, including the type and frequency of events and how the information will be put to use.*
- Prepare baseline summary reports – *indicate the type of reports and major features of each report, including data sources, mapping, and information to be explored consistent with the PA Municipalities Planning Code.*
- Present the information to the Planning Group – *indicate the number of meetings anticipated to present the section 1 information and the deliverables, timeframe and costs for the section.*

Section 2: Envisioning the Future:

Purpose:

- Understand the “probable future” given current conditions and existing policies.
- Develop a community vision for the region (twenty years).
- Confirm the vision.
- Develop the regional agenda (statement of goals and objectives).

Tasks / Consultant Services:

- Develop a written and graphic description of the probable future (the direction the region is headed given current trends, policies, and needs) – provide a brief description of the method for developing the probable future.
- Conduct public activities to arrive at a preferred future - list the type of activities which may be part of the forum and collateral activities needed to make the forum a success.
- Develop consensus to validate the ideas of the preferred future – describe the process and clearly delineate proposed consultant and client responsibilities and assumptions.
- Prepare the statement of regional goals and objectives – explain how the consultant will work with Planning Group to develop the goals and objectives and the transfer of the information from the vision to this regional agenda.
- Present the information to the Planning Group – indicate the number of meetings anticipated to present the section 2 information and the deliverables, timeframe and costs for the section.

Section 3: Developing the Technical Analysis / Policy Plan

Purpose:

- Present a variety of choices and options to enhance assets, manage growth, and encourage continued multi-municipal and intergovernmental cooperation.
- Prepare recommendations regarding the best choices based on costs and benefits.
- Compile recommendations into a policy plan.

Tasks:

- Work with the community to develop strategies to meet the goals and objectives and PAMPC requirements – outline a process demonstrating the consultant’s approach to strategy development. The approach should demonstrate how the consultant plans to utilize the advice and expertise of the community.
- Complete a strategy evaluation with the community advisors and the planning group – describe the technique for evaluating strategies.
- Present the recommended strategies to the public – describe the recommended technique for the public presentation.
- Compile the strategies into the policy plan with supporting graphics – provide a brief description of the policy plan format and the technique to prioritize strategies.
- Present the information to the Planning Group – indicate the number of meetings anticipated to present the Section 3 information and the deliverables, timeframe and costs for the section.

Section 4: Formulating the Action Plan

Purpose:

- Develop a plan to implement the policy plan.

- Develop a program for the systematic review and updating of the action plan and outcomes.

Tasks:

- Lead the Planning Group through an exercise to create an action plan – describe the key components of the action plan.
- Prepare an implementation schedule.
- Establish a review process to be used on an annual basis.
- Present the information to the Planning Group – indicate the number of meetings anticipated to present the Section 4 information and the deliverables, timeframe and costs for the section.
- Provisions for addressing the Appalachian Trail zoning initiative – describe coordinative efforts with AT initiative consultant.

Section 5: Adopting the Plan and Initiating Implementation

Purpose:

- Bring pieces of the Plan together into one final document.
- Achieve final concurrence for the Plan from the public, the Planning Group, Dauphin County Planning Commission, surrounding municipalities, the school districts, the planning commissions, and governing bodies.
- Achieve formal adoption.
- Set the stage for implementation.

Tasks:

- Compile the final plan – describe plan format and provide a typical table of contents, including the list of graphics.
- Prepare a schedule for meeting the MPC requirements – provide a typical timetable of events.
- Facilitate public meetings and hearings – describe approach and consultant's role.
- Hold an implementation workshop – indicate who should participate and a general workshop concept.
- Present the information to the Planning Group – indicate the number of meetings anticipated to present the Section 5 information and the deliverables, timeframe and costs for the section.

11. ESTIMATION OF DELIVERABLE COSTS

The consultant should use the following assumptions for estimating the costs of deliverables. Costs for expenses associated with other elements of the planning program should be integrated into the consultant's cost proposal.

- ☐ 10 copies of the reports to the Planning Group.
- ☐ 10 copies of the draft Comprehensive Plan, plus unit cost for CD version.
- ☐ 10 copies of the final Comprehensive Plan, plus unit cost for CD version.

In addition, provide a price per copy for color display maps for public presentations; include a set of display maps in the estimate.

12. PARTNERS AND RESOURCES FOR THE CONSULTANT

- Timothy P. Reardon, AICP, Associate Executive Director
Tri-County Regional Planning Commission
- Janine M. Park, Senior Planner
Dauphin County Planning Commission
- Ed LeClear (Grantor Agent)
Pennsylvania Department of Community and Economic Development
- Carrie Bishop, Data Services Manager (population data resource)
Pennsylvania State Data Center
- Bob Christoff, Planner
Dauphin County Conservation District
- J. Drew Ames, Geographic Information Systems (mapping data resource)
Tri-County Regional Planning Commission
- Diane Myers-Krug, Senior Transportation Planner (transportation data resource)
Tri-County Regional Planning Commission
- PaMAGIC (GIS) Online (mapping data resource)
www.pamagic.org