



REQUEST FOR PROPOSALS

LAND PLANNER CONSULTANT SERVICES

**BOROUGH OF PHOENIXVILLE
351 BRIDGE STREET – SECOND FLOOR
PHOENIXVILLE, PA 19460**

April 18, 2018

Introduction

The purpose of this Request for Proposal (RFP) is to obtain proposals and consultant qualifications for the provision of professional planning services.

Phoenixville Borough, Chester County, Pennsylvania, is located about 25 miles northwest of Philadelphia. The Borough of Phoenixville (Borough) occupies about 3.8 sq. mi. and its current population is approximately 17,300. The surrounding area boasts some of the highest per capita incomes in the Commonwealth.

The Borough of Phoenixville is the core urban community of the Phoenixville Regional Planning Committee (PRPC) which includes Charlestown, East Pikeland, Schuylkill, and West Vincent Townships. One of the goals of the regional collaboration is the concentration of development in the Borough which makes Phoenixville the urban center.

Phoenixville was a mill town that was the home of Phoenix Steel, one of the largest employers in the area. In 1984 when the flood of imports threatened the steel industry Phoenix Steel went out of business and as the economy of the Borough changed from being dependent on one industry. In 2004 the downtown began to flourish. As the buildings in the downtown tripled in value, the surrounding residential neighborhoods took off and have experienced much growth and increased value. This phenomenon has impacted the demographics since the last census as the neighborhoods rebounded from the lasting effects of the mill closure.

Phoenixville is on the northeastern end of Chester County. The area borders Montgomery County and has remained isolated from the rest of Chester County. There is no real North/South access which hampers the commercial and office development in the downtown. Phoenixville still has a great deal of affordable housing as it acts as a bedroom community for the development in the surrounding job centers. The former steel site is the center of over 130 acres of new development. Two new multi-use complexes that includes 625 residential units were recently completed. The Borough is poised to receive as much as another 2,000 residential units in the next several years.

The Borough of Phoenixville is requesting proposals and consultant qualifications for the provision of professional planning services. Details of required assistance are located below under Scope of Services. The entire RFP may be viewed at <http://www.phoenixville.org/government/92>.

SCOPE OF SERVICES

The Borough requires professional assistance in routine planning and zoning activities including, but not limited to, the following:

Attendance at Planning Commission meetings (Regular Meeting 2nd Thursday of the month).

Attendance at Preplanning meetings, typically scheduled by Staff.

Attendance at Borough Council or Zoning Hearing Board meetings, as requested.

Review, research and make written recommendations on all site plans, special land uses, subdivisions, land development, and other related matters prior to action by the Planning Commission and/or Borough Council.

Advise, assist and coordinate with the Planning Commission, Borough Engineers, Solicitor and/or Borough officials in matters dealing with laws of the Commonwealth or Borough ordinances, procedures or practices relating to zoning and development.

Prepare Ordinance text amendments as requested.

Work with the Planning Commission, HARB, Tree Advisory Commission, and Borough Council on periodic reviews of the Borough's Subdivision and Land Development Ordinance, Zoning Ordinance and other Ordinances as requested.

Provide training sessions as requested.

Coordinate with County, State and other local and regional agencies regarding the Borough's plans for zoning, development, and redevelopment.

Keep the Planning Commission, Borough officials and relevant personnel updated on planning statutes and case law decisions.

Maintain and periodically update various maps, including the Official Zoning Map and Resource Protection Map.

The consultant will work with the Borough Manager, Public Works Director, and/or Director of Planning and Codes to facilitate the needs of the Borough Council, the Planning Commission, HARB, Tree Advisory Commission, and the Zoning Board of Appeals.

Specific Response Requirements

All proposals should be submitted in accordance with the instructions detailed below. Responses should address the following requests for information or questions.

1. Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and which is signed by an authorized officer.

2. Firm Experience and Qualifications

- A. Provide an overview of the firm and its qualifications. Include the location of your firm's primary office, as well as any other offices in the Commonwealth of Pennsylvania or other states.
- B. Describe your firm's relevant municipal experience for the past five (5) years.
- C. Describe your firm's equal employment opportunity policies and programs.
- D. Submit evidence of errors and omissions insurance coverage.
- E. Submit three (3) references for different municipalities of like size with names and direct line telephone numbers.

3. Land Planning Services Team

- A. Provide summaries of experience for each individual who would be assigned to represent the Borough. Then describe the specific roles that each would be expected to play with respect to the Borough and identify the lead or senior planner.
- B. Provide detailed resumes for each of the planners summarized above.

4. Conflicts of Interest

- A. Describe any material financial relationships that you or your firm or any employee has with any individual or organization that may create a conflict of interest in representing the Borough.
- B. Describe any family relationship that any employee of your firm has with any public servant that may create a conflict of interest or the appearance of a conflict of interest in representing the Borough.

- C. Describe any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in representing the Borough and the manner in which such conflicts described in this paragraph will be resolved.

5. Fee Proposals

It is requested that you provide an hourly fee proposal for lead planner, associates and staff as applicable. Fees should include all costs associated with labor, fringe benefits, overhead, profit and out-of-pocket expenses for which you expect reimbursement. In addition, provide the hourly billing rates for any staff that will serve the Borough for any work that may be authorized by the Borough. Clearly indicate the amount (if any) charged for drive time associated with this assignment. Describe any added reimbursable costs for such expenses as printing, mileage, data or sub-consultants. Rate must also include what increment of time is billable. Indicate whether the firm will hold the fee proposal for one, two, or three years.

6. Evaluation Criteria and Selection Process

The Borough Council reserves the right to:

- A. Select a proposal in its entirety or some portion(s) thereof;
- B. Reject any and all proposals, in whole or in part;
- C. Waive irregularities;
- D. Request oral presentations and/or individual interviews from those individuals or firms determined to be in a competitive range;
- E. Make the final selection using criteria judged to be the maximum benefit to the Borough as a whole.

7. Selection Criteria

The Borough will establish an order of ranking of a minimum of three (3) firms based on the Borough's evaluation of the Proposals received in response to this solicitation. The final ranking will be established directly from the Proposals. The following factors, listed in order of importance, will be considered by the Borough during the evaluation of the business partners submitting Proposals:

- A. The firm's ability to support and provide expertise in Land Planning principles and practices for the Borough of Phoenixville.

Weight: (40 points)

- B. The relevant municipal experience of the firm and the extent to which the firm is qualified to successfully complete any of the tasks identified in the Scope of Services.
Weight: (25 points)
- C. The firm's understanding of the Borough's growth and ability to assist the Borough in managing its growth and revitalization.
Weight: (15 points)
- D. The firm's understanding of the Borough's growth and ability to assist the Borough in reviewing and managing the impacts by existing or new development projects.
Weight: (10 points)
- E. The firm's understanding of various grant programs and ability to assist the Borough in applying for such programs.
Weight: (10 points)

8. Proposal Submission

- A. Proposals, including any/all attachments, cover letter and tabs should not exceed ten (10) pages in length on 8 ½" x 11" paper, single spaced using a minimum font size of 12 pt. **Please do not provide marketing materials.**
- B. Proposals shall be scanned as a PDF file and submitted in electronic format via email or included with the hard copy submission. Faxed proposals will **not** be accepted.
- C. One (1) original hard copy of the proposal to be submitted.
- D. Proposal must be received by 12:00 noon EST on Wednesday, May 23, 2018.
- E. Proposals are to be submitted to:

Borough Manager
351 Bridge Street, Second Floor
Phoenixville, PA 19460
Attn: Land Planner Consulting Services RFP

ejkrack@phoenixville.org

Subject line shall be: Land Planner Consulting Services RFP

- F. Any questions regarding the RFP should be addressed to Borough Manager.
- G. Any Addendum will be included on the website along with the original RFP at <http://www.phoenixville.org/government/92>.

Insurance.

The Successful Bidder shall maintain general public liability insurance, which shall include coverage for acts of independent contractors or subcontractors, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. The Successful Bidder shall also maintain property damage insurance in an amount not less than \$500,000 for each occurrence and \$1,000,000 in the aggregate. With submission of the signed Agreement, the Successful Bidder shall submit evidence of the required insurance coverage naming the Borough as additional insured or (co-insured as appropriate) and agrees to provide copies of the policies of insurance upon request by Borough. Such insurance shall be carried with financially responsible insurance companies, licensed in Pennsylvania and approved by the Borough and shall be kept in force during the entire term of the Agreement.

Selection Timetable

Selection will be based on proposals submitted, Staff's recommendation, and final determination by Borough Council. There is no specific selection timeline.

End of Request for Proposal