

**Request for Proposals
Carroll Township & Dillsburg Borough
Multi-municipal Comprehensive Plan update**

Submission Deadline 3:00 PM January 12, 2024

Carroll Township and Dillsburg Borough are two of four municipalities that are part of the Northern York County Region Comprehensive Plan that was adopted in 2006. Since the northern York County area is seeing significant development pressure and added traffic congestion, both the Borough and the Township have recognized the need to update this current comprehensive plan. A consultant for professional services is being sought to take the lead on a substantial update to the Northern York County Region Comprehensive Plan. This update will only be for Carroll Township and Dillsburg Borough. Franklin Township and Franklintown Borough have opted to keep the currently enacted plan and will not be participating in this project. The updated comprehensive plan shall meet the requirements of the PA MPC, Article III and utilize the PA DCED implementable plan approach.

I. Background:

Both municipalities are located in northern York County and are bisected by US Route 15. The plan area encompasses approximately 16.5 square miles (CT 15.7 & DB .8) and has a total population of 9,496 (CT 6,853 & DB 2,643). A multi-municipal Comprehensive plan was developed and enacted in 2006 with a few minor updates in the years since.

II. Goals and Objectives

- Develop and implement a transportation plan addressing issues of volume and congestion along the Route 15 corridor and adjacent roads and intersections;
- Develop an implementation plan on acquiring park / recreation lands and development of those facilities;
- Multi-municipal cooperation for recreation and creating a harmonious relationship to allow the total area to be a place people come to visit;
- Continuing to enhance the downtown historic area;
- Promote traditional neighborhood and main street development strategies;
- Determine targeted growth areas and conservation areas:
 - Propose implementable strategies to promote use of growth areas
 - Propose implementable strategies to encourage conservation of farm and open space land.

III. Scope of Work:

The consultant to be hired will provide a full range of planning services and expertise necessary for the completion of the Comprehensive Plan Update. The final project deliverable is an innovative, implementable comprehensive plan that is an easily accessible and understandable plan which reflects community input and provides a method to easily track and measure progress toward meeting our goals and objectives over the next ten (10) years. Further, the consultant will be expected to:

1. Work with Township / Borough staff and Steering Committee that collaborates with the Consultant/Consultant Team. The Consultant/Consultant Team is expected to attend meetings of the Steering Committee, meetings with the Township Planning Commission, and one public hearing with the Carroll Township Board of Supervisors and Dillsburg Borough Council when the municipalities are considering adoption of the Plan. The Consultant/Consultant Team will be expected to lead the meetings, or those portions of the meetings devoted to the plan update, including preparation of agendas/applicable portion of agendas.
2. Review the 2006 Northern York Region Comprehensive Plan and other relevant plan documents associated with the current Comprehensive plan.
3. Review the current Zoning Ordinances and other relevant land use regulations.
4. Establish goals and objectives in collaboration with the Steering Committee with input from the Planning Commission.
5. Review recent land development trends in the Township and consider these trends in formulating recommendations.
6. Prepare a Land Use Element that encompasses all the requirements of the PA Municipalities Planning Code; this Element shall include a future land use plan that addresses land use type, location, and intensity, in addition to addressing community character (considering community image, gateways, etc.) and include proposed Zoning Ordinance amendments in order to implement the recommendations.
7. Develop an 'Action Plan' which will prioritize the various recommendations throughout the document, indicating who would be the appropriate entity to have primary responsibility, whether consultants would be needed, and possible funding sources. The Action Plan should indicate which projects should be considered for upcoming operating budgets or to the Township's capital improvement program.
8. Coordinate and attend all meetings required of the Consultant/Consultant Team as detailed in this RFP and agreed to by the Township; required meetings shall include the required 'Public Meeting' of the Planning Commission and 'Public Hearing' of the Board of Supervisors and Borough Council, both as required by the PA Municipalities Planning Code, Section 301.
9. Formulate a strategy for securing maximum public participation during the process.

10. Provide memos summarizing work to date along with draft sections of the Update for each Steering Committee meeting.
11. Prepare final document; a document with limited text and background data with an emphasis on maps and graphic display, is encouraged. The document should be in a format that is easily displayed on the municipal websites.
12. Deliver a variety of Plan products at various stages of the project. Examples of the Plan deliverables can include, but are not limited to:
 - Microsoft Word editable and Portable Document Format (PDF) file of the Draft Plan
 - Microsoft Word editable and PDF file of the Final Plan (8.5" x 11"), inclusive of color maps (11"x 17") in digital format
 - A web-based version of the Final Plan
13. Work with the Township Solicitor and relevant staff to draft revised zoning ordinances that work to implement the vision, goals, and objectives of the Comprehensive Plan. Produce a final word document that lists these items in ordinance form.
14. Prepare a Housing Element that encompasses all the requirements of the PA Municipalities Planning Code, Planning Series #10, Fourth Addition. This Element shall address housing types, diversity, affordability, and density, and include proposed Zoning Ordinance amendments that function to implement the recommendations.
15. Prepare a Recreation & Community Facilities Element that encompasses all the requirements of the PA Municipalities Planning Code. Include proposed Zoning Ordinance amendments in order to implement the recommendations.

IV. Budget and Partnerships

The municipalities of Carroll Township and Dillsburg Borough will be seeking Municipal Assistance Program (MAP) funding through PA Department of Community and Economic Development in support of the update of the Comprehensive Plan. The estimated cost of the project is currently \$90,000.00 for funding efforts.

V. Completion Schedule and Contractual Requirements

It is anticipated that the consultant will complete the update and present the relevant reports, products, and recommendations within 12-16 months of the execution of contract. Since PA DCED funds are anticipated to be used, the consultant must comply with all grant-mandated requirements.

VI. Proposal Submission Requirements

Provide five (5) copies of the technical proposal and provide five (5) copies of the cost proposal. Also provide these items in electronic format. The technical proposal and cost proposal will be due by 3:00 pm January 12, 2024, to:

Brandon Slatt, Township Manager
Carroll Township
555 Chestnut Grove Road
Dillsburg, PA 17019

Carroll Township will forward the proposals to Dillsburg Borough. Proposals may be hand delivered, delivered by USPS or by private carrier / courier.

VII. Content

All complete proposals must include a **cover letter** including the prime consultant and any subconsultants. Identify the key personnel who will manage the project and who can execute and negotiate the contract. Also provide a **consulting team profile**. This will include background and description of the consulting team and subcontractors. Elements in this profile must also include a description of similar projects completed in the past 5 years. The applicant must provide **references** of prior municipal projects and contact information for that municipality. **Project understanding and approach narrative**. This narrative shall include a demonstration that the consultant understands the purpose and need for the Comprehensive Plan. Discussion of the proposed approach that the consultant would take to complete the plan including a description of major work steps and proposed deliverables that respond to the goals and objectives of this RFP. Also, demonstrate the ability to complete the project within the anticipated timeframe and budget.

VIII. Selection Process

The Carroll Township and Dillsburg Borough Comprehensive Plan Committee members will evaluate the consultant submissions. Evaluations will be based on the experience of the consultant and proposed project approach. The Committee may invite firms to provide an in-person presentation / interview. The Committee will then identify a preferred consultant and negotiate the scope of work, price, and associated contracts. The preferred consultant, scope of work, price, and contract will be submitted to Dillsburg Borough Council and Carroll Township Board of Supervisors for final review and approval. Anticipated notice to proceed will be February 14, 2024.