

**LAND PLANNING CONSULTING SERVICES
FOR PHOENIXVILLE REGIONAL PLANNING COMMITTEE**

CHESTER COUNTY, PENNSYLVANIA

GENERAL INFORMATION

The Phoenixville Regional Planning Committee (PRPC) is requesting proposals and consultant qualifications for the provision of professional planning services to assist in the on-going administration of the PRPC duties and work program including coordination of monthly PRPC meetings, review of proposals of regional impact, and administration of the provisions outlined in their Intergovernmental Cooperative Implementation Agreement. Details of required assistance are located below under Scope of Services.

The PRPC is a regional planning committee formed under the provisions of Article XI of the Pennsylvania Municipalities Planning Code. The five participating municipalities have jointly adopted the Phoenixville Regional Comprehensive Plan (2008) and the Phoenixville Region Intergovernmental Cooperative Implementation Agreement (2008). Copies of these documents may be viewed at www.eastpikeland.org/...

SCOPE OF SERVICES

The Phoenixville Regional Planning Committee is seeking a consultant for planning services to be provided as follows:

1) Monthly Meeting Preparation

- a. Agendas – Prepare monthly meeting agenda. Coordinate with PRPC Chairman prior to each meeting.
- b. Meeting Minutes - Provide meeting minutes for distribution and acceptance at the following meeting as needed.
- c. Monthly Mailings - Provide agenda, minutes, and other relevant materials to PRPC members via email in advance of each meeting. (Note: Meetings are currently held the last Wednesday of each month at the Schuylkill Township municipal building.)
- d. Invoices - Provide monthly invoices indicating itemized services provided to the PRPC for payment approval. Separate invoices for the consistency reviews described in Section 3 below should be submitted as needed.

2) Monthly Meeting Attendance

- a. Provide professional planning guidance to the PRPC members during the course of the meeting on agenda items, general planning issues, regional planning, and input on planning matters as they relate to PA land use law. (Issues needing a legal determination will be referred to the PRPC solicitor.)

- b. When applicable, provide overview of reviews prepared for the Region and incorporate revisions as needed into final drafts. (See #IV.3)
- 3) Prepare PRPC Consistency Reviews
- a. When required by the Phoenixville Region Intergovernmental Cooperative Implementation Agreement, prepare regional advisory reviews of subdivisions and land developments of regional impact as they relate to regional planning policy and consistency with the regional comprehensive plan. (See Section IX of Implementation Agreement.)
 - b. When required by the Phoenixville Region Intergovernmental Cooperative Implementation Agreement, prepare consistency reviews of proposed zoning or subdivision ordinance amendments that affect use, density, non-residential intensity, or natural resource protection as they relate to consistency with the regional comprehensive plan. (See Section XI of Implementation Agreement.)
 - c. Provide draft reviews to PRPC members one (1) week prior to meeting. Provide final review to all relevant parties, including municipal managers, within five (5) days following approval by the PRPC.
 - d. Cost Proposal for Completing Reviews - Prior to undertaking a review, submit cost proposal to applicable municipal manager for review. The PRPC seeks a flat rate per review completed. Exceptions to a flat rate for a consistency review may be considered if a more extensive or complex review is required for a specific proposal. There are typically 5 to 6 regional reviews per year.
- 4) Administrative Tasks
- a. Maintain membership contact and email distribution lists for the PRPC members, municipal managers, and other interested parties.
 - b. Coordinate annually for monthly meeting room reservations.
 - c. Prepare PRPC annual report for sign-off by PRPC as required by the PA Municipalities Planning Code and the PRPC Implementation Agreement.
 - d. Prepare Annual Work Plan/Budget - Indicate anticipated number of hours needed for monthly meeting preparation, reviews, and projected costs for other services.
 - e. Prepare correspondence on behalf of the committee as requested.
 - f. Coordinate with PRPC Secretary for on-going maintenance of official PRPC files.
 - g. Distribute information via email to all PRPC members and municipalities as needed beyond those of the regular monthly mailings.
 - h. Coordinate with PRPC solicitor as needed.
- 5) **Projects as Assigned:** The PRPC shall undertake from time to time other projects of regional impact, which may require the services of the Land Planning Consultant under the PRPC's direction. Examples of such tasks include:
- a) Assist with Grant Applications
 - b) Development of educational or interpretive programs

- c) Updating of the Regional Comprehensive Plan (depending on the level of effort, a separate contract would be required)
- d) Assist with revisions to the Implementation Agreement
- e) Coordinating the scheduling of guest speakers

CONTENT OF PROPOSAL

- 1) **Summary of Firm's Qualifications** - Describe familiarity and specific work experience with regional and multi-municipal planning as enabled by the Pennsylvania Municipalities Planning Code; familiarity with comprehensive planning, land use ordinances, and municipal planning in the Southeastern Pennsylvania region; knowledge of Pennsylvania land use law; other relevant experience as it relates to the Region's needs; and the number of years engaged in this type of work.
- 2) **Ability to Meet PRPC Scope of Services** - Indicate how your firm can meet each of the PRPC "Scope of Services" listed above including a description of your approach to completing the reviews described under "3) Prepare PRPC Consistency Reviews".
- 3) **Availability** - Indicate when your firm would be available to commence the described services.
- 4) **Personnel**. Please provide the following:
 - a. The names of the partners, managers and other key staff persons who will be assigned to Phoenixville Regional Planning Committee's engagement.
 - b. Provide resumes and indicate their experience in municipal and regional land planning. Describe the staffing level that would be assigned to PRPC.
 - c. AICP certification for consultants is preferred.
- 5) **References**. List of southeastern Pennsylvania local government jurisdictions with contact information where your firm presently or has recently served as Land Planner and/or provides similar services. References should be able to describe the firm's responsiveness, availability, and ability to complete projects in a timely and orderly manner.
- 6) **Fees**. PRPC expects to pay an hourly fee for the Services provided by the Vendor. All vendors must indicate the hourly fee charged for the proposed services by the grade of the employee to be assigned to the task. If additional services such as travel, copying, phone calls or other charges will be billed in addition to the proposed hourly fee, such should be indicated within the proposal. The flat rate proposed for reviews as described in Section 3.d under "Scope of Services" should be included. In addition, if the applicant has an alternate fee structure to propose, please include in the proposal.
- 7) **Insurance**. The selected vendor must maintain Professional Liability and Errors and Omissions Insurance in the minimum amount of \$1,000,000.00
- 8) **Vendor Selection Process**. PRPC will utilize the following general selection process in determining the most qualified and best consultant.

- a. Interested consultants will provide written statements of qualifications (SOQ's) to the Regional Committee based on the guidelines and information in this RFQ.
- b. A five (5) member selection committee will review and rank all SOQ's based upon the criteria established in this RFQ.
- c. Up to three (3) firms will be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's fee structure, a check of references, etc.

PHOENIXVILLE REGIONAL PLANNING COMMITTEE

Regional Land Planning Consulting Services

PROPOSAL FORM

Proposal Check List:

- Statement of Qualifications based on Scope of Services provided.
- Names and resumes of key personnel who would be assigned to PRPC.
- Fee Schedule that includes rate for services and miscellaneous fees.
- References for current or past municipal clients.

SUBMIT PROPOSAL by July 11, 2014 to: East Pikeland Township
P.O. Box 58
1158 Rapps Dam Road
Kimberton, PA 19442
Fax (610) 933-0919
Email: manager@eastpikeland.org

ATTEST:

Signature of Witness

Name of Individual Consultant

Name of Business/Corporation

Address of Principal Office

Signature of President

_____/_____
Phone & Fax Numbers

Email address