

REQUEST FOR PROPOSAL
Scranton – Abingtons Planning Association
Comprehensive Zoning Ordinances and Maps Update

I. Project Description

A. Purpose

The County of Lackawanna, on behalf of the nine (9) participating municipalities of the regional planning association organized as the Scranton-Abingtons Planning Association (SAPA), is inviting qualified professionals to submit a written proposal in response to this Request for Proposals to provide consulting services for the purpose of implementing the first phase of the multi-municipal Scranton-Abingtons (SAPA) Comprehensive Plan by preparing comprehensive updates to the nine (9) current, municipal Zoning Ordinances and Maps in general consistency to the regional plan. The County of Lackawanna, through its Department of Planning & Economic Development, is coordinating and administering this project.

B. SAPA Background

The nine participating municipalities of SAPA are located within Lackawanna County and include the City of Scranton; the Boroughs of Clarks Green, Clarks Summit, Dalton and Dunmore; and the Townships of Newton, South Abington, Waverly, and West Abington. Together, they represent a mix of urban, suburban, and rural communities accounting for approximately ½ of the population (112,000) and 1/5 of the land area of Lackawanna County (83 square miles).

The Scranton-Abingtons Comprehensive Plan was prepared in 2009 and originally included 11 municipalities. Two (2) of these municipalities have since withdrawn from the association and have declined to participate in the phase one implementation. The remaining nine are moving forward with the ordinances update. Specific demographics for each participating municipality are as follows:

		2010 Population	Sq. Miles	Date of Current Zoning Ordinance
1.	Clarks Green Borough	1,476	0.6	1998
2.	Clarks Summit Borough	5,116	1.6	2002
3.	Dalton Borough	1,234	3.3	2003
4.	Dunmore Borough	14,057	8.9	2000
5.	Newton Township	2,846	23.1	1991
6.	Scranton City	76,089	25.8	1993
7.	South Abington Township	9,073	9.3	1985
8.	Waverly Township	1,743	4.6	2008
9.	West Abington Township	250	5.5	1996

The nine municipalities wish to update their zoning ordinances on an individual basis to reflect the visions and implementation strategies outlined in the SAPA Comprehensive Plan, the Lackawanna-Luzerne Regional Plan, the Lackawanna-Luzerne Open Space, Greenways, and Outdoor Recreation Master Plan, the Lackawanna County Hazard Mitigation Plan, and the Lackawanna-Luzerne Long-Range Transportation Plan.

II. Scope of Work

The County of Lackawanna reserves the right to reject any or all proposals and to select proposals that it deems to be in the best interest of the SAPA municipalities. All firms submitting proposals are bound by the deadlines and requirements of this RFP. All proposals shall remain in effect subject to the County's review and approval for a period of sixty (60) days from the deadline for submitting proposals. Any exceptions or deviations from the scope of work shall be noted and explained in the proposal.

The following scope of services describes the minimum content of the Zoning Ordinances and although the scope of work is outlined below, each Consultant is encouraged to structure a scope of services and project timeline in a manner considered most appropriate to accomplish the identified objectives. A detailed scope of services will be included in the contract.

The staff of the Lackawanna County Department of Planning and Economic Development and a SAPA Steering Committee (comprised of representatives from all nine municipalities) will be involved in assisting the consultant both to facilitate the process and to keep costs down. The County will assist in arranging and advertising all public meetings. The County staff and the Steering Committee will work closely with the consultant in gathering information and in reviewing any work products. The consultant will also work with the local municipal planning commissions and appropriate officials to determine the individual needs and requirements of each municipality.

Unless specifically noted otherwise, the consultant shall be responsible for performing all of the following tasks. Use of a local planning consultant or agency and minority or women-owned business enterprises through a subcontract is strongly encouraged.

The Consultant will prepare nine (9) comprehensively revised Zoning Ordinances and Zoning Maps, one for each municipality in the SAPA group.

A. Research and Analysis – the consultant shall become familiar with the SAPA Comprehensive Plan and other county planning documents. The consultant will conduct field work to become familiar with all areas of the SAPA communities. The consultant will analyze the current ordinances of the nine communities and prepare a discussion guide that describes major issues that need to be addressed.

B. Meetings – the consultant's fee shall include attending six (6) Steering Committee meetings, and a minimum of four (4) workshops, meetings, and/or hearings with officials of

each municipality (Total of 36). The cost of any additional meetings shall be provided, in case the Steering Committee or a municipality requests attendance by the consultant.

C. Work Plan – the consultant shall prepare a draft work plan including a project time line that includes such items as necessary background research, detailed schedule of meeting dates and milestone dates, document delivery dates and designated review periods, public hearings, and anticipated formal adoptions.

1. The zoning ordinances shall be well organized, internally consistent and understandable. While each municipality will decide which types of zoning district classifications and uses will be allowed and how they will be regulated, the format of each ordinance shall be consistent with that of all the ordinances in the project area.
2. The zoning ordinances shall be prepared in compliance with the Pennsylvania Municipalities Planning Code and other applicable laws and regulations of federal, state, county, and local agencies.
3. The zoning ordinances shall be prepared using innovative, up-to-date and sound planning principles.
4. The zoning maps shall be prepared in color and each map shall be consistently formatted with that of all the maps in the project area. The Lackawanna County GIS Coordinator will be able to assist the consultant in providing data layers for the development of the maps.

D. Deliverables

1. The consultant will be responsible for creating a Zoning Ordinance for each SAPA municipality based on the recommendations received throughout the process.
2. The finished product will be clear and concise avoiding extensive legal and technical language.
3. The consultant shall prepare an initial, revised and final draft of the zoning text and a readable, color zoning map.
4. The consultant shall submit five (5) copies of all drafts of the ordinances and maps to each respective municipality as well as a PDF copy. A PDF copy of each draft ordinance and map shall also be provided to the County Planning Department. The adopted ordinance shall be provided to each municipality and the County Planning Department in a PDF and Word version, and an Arcview version of each adopted zoning map shall be provided to the County GIS Coordinator.

5. The consultant shall submit two (2) 48" x 36" official paper copies of each adopted zoning map.

E. Project Completion Schedule – the consultant shall provide a complete final draft of each zoning ordinance and map to each respective municipality within twenty (20) months after the signing of the contract.

F. Professional Fees – the consultant’s fee shall include all expenses of the consultant. The maximum budget is \$160,000, including the following tasks:

1. Field work and analysis of existing plans, ordinances, mapping and reports.
2. Analysis of the nine existing ordinances and preparation of discussion guides for each respective municipality.
3. Preparation of first, second, and final drafts of the zoning ordinances and maps.
4. Meetings and hearings.
5. Preparation of a memo summarizing each proposed ordinance, plus press releases and draft legal ads.
6. Expenses (mileage, photocopies, telephone calls, etc.).

III. Proposal Submission

The following information shall be contained in the proposal package, in a bound, 8-1/2" x 11" document, double-spaced, double-sided, with normal margins [one inch (1") top, bottom and each side]:

A. Cover Letter – a cover letter shall be provided stating why the consultant is best suited to provide the desired service to Lackawanna County and the SAPA communities. This letter should outline the firm’s understanding of the project. The letter shall identify the lead firm, contact person, project manager, and key staff members assigned to the project. Contact information shall be provided for the primary contact person. (Limit 2 pages)

B. Draft Work Plan – a detailed work plan shall be provided. The consultant must describe how they intend to accomplish the required work. (Limit 3 pages)

C. Project Timeline – a project timeline including necessary background research, detailed schedule of meeting dates and milestone dates, document delivery dates and designated review periods, public hearing dates, and anticipated adoption dates shall be provided. (Limit 2 pages) The project timeline shall include but is not limited to the milestone dates as follows:

1. Contract Authorization/Notice to Proceed
2. Initial Kick-Off Meeting with Steering Committee
3. Documents research and analysis

4. Key Stakeholder Interviews
5. Initial Meetings with Local Planning Commissions (9 separate meetings, one in each municipality)
6. Documents Preparation
7. Local Planning Commissions and Officials Meetings (9 separate meetings, one in each municipality)
8. First Draft
9. Final Draft
10. Public Hearings (9)
11. Ordinances Adoptions

D. Financial Statement – a detailed financial schedule including hourly rates of all key individuals assigned to the project, a financial breakdown for individual tasks, mileage, and travel charges, printing, mailing, and other fees/charges shall be provided. (Limit 2 pages)

E. Statement of Qualifications – the firm’s qualifications with emphasis on related work experience shall be described. (Limit 8 pages, including resumes) The Steering Committee will evaluate the firm considering the following criteria (not listed in any particular order):

1. Depth of Experience – describe the zoning ordinances and other pertinent ordinances and planning documents your firm has prepared in the last three (3) years. One (1) sample zoning ordinance shall be made available to the Steering Committee.
2. Years of Experience – describe the years of experience of the project manager assigned to the project as well as the years of experience for the key employees assigned to the project. Include resumes of the key employees assigned to the project. It is expected that the assigned employees will remain consistent throughout the project.
3. Technical Experience – demonstrate professional experience and proven record of accomplishments in the preparation of planning documents and public participation.
4. General Knowledge – demonstrate an overall knowledge of Lackawanna County and the SAPA municipalities, as well as a clear understanding of the overall objectives in completing the Zoning Ordinances.
5. Communication Skills – describe public facilitation capabilities and experience working with the public, work groups, and community officials including oral and visual presentations as well as ability to listen and to be flexible.

6. Proximity to Lackawanna County – demonstrate ability to project high level of direct interaction and communication anticipated between the consultant and Lackawanna County and the SAPA communities based on proximity to the County.
 7. Comprehensive Requirements – provide detailed analysis for line items including work tasks as well as costs associated with printing, mailing, mileage, travel charges, and other fees/charges.
 8. Timeframe – demonstrate the ability to complete the project within the required timeframe.
 9. Potential Conflicts of Interest – identify any potential conflicts of interest for the consultant and/or sub-consultants.
- F. Approach** – provide a detailed description of the firm’s approach to the project broken down by task. Included in this section may be a discussion of any substantive or innovative ideas used in any similar projects, which may be applicable to this project. (Limit 2 pages)
- G. Deliverables** – the type and number of copies used to provide detailed information during the process shall be identified. The type and number of copies of summaries, guides, drafts and final documents shall be described. (Limit 1 page)
- H. References** – the consultant must provide five (5) references of related clients including contact names, telephone numbers, and email addresses. The County will conduct reference checks to determine quality of past performance, communication skills and the ability to perform assigned tasks in a timely and accurate manner. (Limit 1 page)
- I. Compensation** – the total project budget shall be based on the identified tasks outlined in the work plan. The budget shall include all anticipated costs including but not limited to meeting attendance and facilitation, correspondence and staff report preparation, documents preparation and production, and any necessary travel time and other expenses.

The consultant shall provide an hourly service fee schedule for all professionals, technicians, and support staff assigned to the contract. The hourly service fee schedule shall reflect the rate schedule for 2018, 2019, and 2020.

The consultant shall provide travel time and expense rate schedule for all professionals, technicians, and support staff assigned to the contract. The travel time and expense rate fee schedule shall reflect the rate schedule for 2018, 2019, and 2020.

(Limit 2 pages)

J. General Requirements – interested consultants shall submit a proposal package to Lackawanna County as follows:

1. Ten (10) copies of the complete proposal must be submitted in a sealed envelope with the name of the consultant submitting the proposal clearly marked on the outside of the envelope. The sealed envelope shall be clearly marked “SAPA Zoning Ordinances RFP.”
2. A separate sealed envelope must be submitted with the Bid Sheet attached at the end of this RFP. The envelope shall be clearly marked “SAPA Zoning Ordinances Bid Sheet.”
3. The proposal and bid sheet must be submitted to Mary Liz Donato, Regional Planning Manager, Lackawanna County Dept. of Planning and Economic Development, 135 Jefferson Avenue, Scranton PA 18503 by **4:00 PM, EDT, Friday, September 7, 2018.**
4. Proposals and bid sheets received after the above-specified date and time will not be accepted. Proposals and bid sheets submitted by fax, telephone, or email will not be accepted.
5. All costs related to the preparation of the proposals shall be borne solely by the consulting submitting such proposal. The County assumes no responsibility for the cost associated with preparation of the proposal.
6. Proposals shall become the property of Lackawanna County and will not be returned to the consultant.

IV. Evaluation of Proposals

All proposals will be evaluated based on the technical and professional expertise and related work experience of the consultant, the proposed method and procedures for completion of the work, the understanding of the goals and objectives, the ability to moderate public participation and the cost for completion of the work.

The Steering Committee will review the proposals and reserves the right to conduct interviews with all or some of the consultants. If interviews are conducted by the Steering Committee, key staff assigned to the contract are expected to attend the interview. The following factors will be considered by the Steering Committee during the review process of the proposal and will be weighted as follows:

- Narrative describing interest in undertaking the project and the unique qualifications of the firm. (5%)

- Past record of performance with regards to work quality, management and ability to meet schedules. (40%)
- Relevant experience in planning and zoning projects, knowledge of the PA Municipalities Planning Code, and expertise of personnel, sufficiency of appropriate staffing, subcontractors, and ability to provide a range of services that may be required. (40%)
- Project Management skills and ability to work effectively with the County Planning Staff, the Steering Committee, and local municipal officials. (15%)

Weighted Total = 100%

The Lackawanna County Board of Commissioners will be bound by the recommendation of the Steering Committee in making the final decision regarding consultant selection but reserves the right to reject any and all proposals submitted.

All proposals become the physical property of Lackawanna County upon receipt.

V. Payment to Selected Contractor

Payments for completed services will be issued upon presentation of an invoice summarizing work completed. A ten percent (10%) retention will be withheld on the final request for payment pending the completion of all requirements.

VI. Questions

All questions regarding this Request for Proposal should be directed to Mary Liz Donato, Regional Planning Manager, at 570-963-6400 x 1354 or donatoml@lackawannacounty.org between the hours of 9 AM and 4 PM, Monday through Friday.

BID SHEET
Scranton – Abingtons Planning Association
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Name of Firm: _____

Bid Amount: \$ _____

Authorized Person completing this Bid Sheet: _____ (Print Name)

Signature of Authorized Person: _____