

REQUEST FOR PROPOSALS

Issued By: Township of Pine

230 Pearce Mill Road

Wexford, PA 15090

(724) 625-1636

<http://twp.pine.pa.us/>

Contact Person: Kirsten (KP)

Prim, Director of Code & Planning

Township of Pine

230 Pearce Mill Road

Wexford, PA 15090

(724) 625-1636 x135

kprimm@twp.pine.pa.us

A. BACKGROUND

The Township of Pine is seeking consultants interested in assisting in the preparation of an updated Township of Pine Comprehensive Plan.

The Township of Pine is located in the North Hills of Allegheny County, Pennsylvania and has a land area of approximately 17.3 square miles. The Township consists of:

- 14,000+ residents

- 100+ acres of Pine Community Park

- 90+ miles of Township roads

- 50+ housing plans and Homeowners Associations

The Comprehensive Plan for the Township of Pine was last updated in 2016.

B. PROJECT SUMMARY

The objective of this project is to prepare a full comprehensive plan update utilizing innovative and creative planning and community engagement methods focusing on development challenges and issues, best planning practice, alternative scenarios, projections, and analysis. The Plan update should recognize and appropriately plan for the Township's unique physical, social, and economic assets while using the most recent census data. The Comprehensive Plan Update of 2016 should be used as background for the new effort. However, the consultant is not bound by that document in form or content. The document should be well-organized, consistent with the Pennsylvania Municipalities Planning Code (MPC) requirements, and rely heavily on visualization and graphics in order to relate key concepts and create a usable and implementable document. Citizen engagement is a requirement of the project. Organizing and participation in public meetings and other community engagement activities by the planning consultant is expected.

C. SCOPE OF WORK AND DELIVERABLES

The Scope of Work includes tasks ordinarily found in comprehensive planning efforts but shall not be limited to the elements identified in this RFP. The Township of Pine expects a plan tailored to meet the specific needs and unique circumstances of the Township. Where possible, Township staff will assist the consultant in order to reserve/maximize budget for expert services. It is expected that the consultant will work alongside the Director of Code & Planning throughout the comprehensive planning process. Other local and regional planning efforts and alternative scenarios exploring options and impacts should be considered as well.

The following basic elements must be addressed in the Comprehensive Plan Update:

- Township Demographics & History/Background

- Transportation

- Parks & Recreation

- Environmental Sustainability & Preservation

- Housing & Affordability

- Economic Development

- Land Use

- Communications

- Public Facilities & Amenities

The Comprehensive Plan Update shall include key capital projects for each element and short and long-term goals and strategies relative to the identified elements. An implementation plan should include potential funding sources for recommendations, responsible parties to implement each recommendation, and programming and prioritization of action items. Consultants are expected to attend the following meetings at minimum:

- 1 day of Township officials and staff interviews

- 2 community organizations/stakeholder outreach meetings

- 1 prioritization meeting with key stakeholders

- 1 community kickoff meeting with a variety of visioning exercises/activities

- Regular steering committee meetings held every other month (estimated 6 meetings)

- 2 in-person work sessions with Township staff/steering committee

- 1 Planning Commission meeting to present plan progress

- 1 Planning Commission to present draft plan

- 1 Board of Supervisors meeting to present plan progress

- 1 Board of Supervisors meetings for public hearing

- Community events

- Township staff and consultant to collaborate regarding ideas for community events, booths, surveys, and topics

- Township staff to attend the events

- Consultant will not be expected to attend events unless needed

D. PROPOSAL REQUIREMENTS

Each proposal should describe your approach in sufficient detail to enable the selection committee to thoroughly evaluate and compare it to other proposals. Proposals must include the following items, at minimum:

1. Cover letter summarizing the goal of the proposal submission and including contact information for the project manager and a statement that the consultant has no conflict of interest with the past, present, or known future policies, plans, or programs of the Township of Pine.

a. The project manager should have one (1) of the following: AICP, Masters or Graduate Degree, or equivalent combination of education and experience that would qualify them for AICP standing.

b. The project manager cannot change during the length of the project unless the consultant submits a written request and received written approval from the Township of Pine.

2. Firm profile including the history and description of your organization, expertise, capabilities, and qualifications addressing why your organization is suited to provide the services requested in this RFP.

3. List of three (3) references for projects similar in scope which you have conducted in other communities. Each reference should include:

c. Summary of the project

d. Date(s) in which the project was started and/or completed

e. Current status of the project

f. Contact information including name, title, address, email, and phone number

g. If applicable: hyperlinks to final products/websites

4. Resumes of all professionals and support staff who will work on this project. Resumes should include job titles, certifications, related project experiences, general project duties, and areas of expertise at minimum.

5. Detailed description of your firm's approach to the scope of work, including outlined approaches for community engagement, final deliverables, and the implementation of the Comprehensive Plan. This should include your firm's intended relationship with the Township staff, including the level of assistance anticipated for completion of the proposed necessary tasks. Include a description of your intended relationship with the Planning Commission, the Board of Supervisors, Environmental Advisory Council, and Park and Recreation Commission, Allegheny County Department of Economic Development, future steering committee, and interested groups and residents. Include the anticipated number of meetings needed to acquire the necessary information. In addition, identify and describe potential services that may have applicability including concepts, techniques, and tools which your firm intends to utilize in the project should be included. Please include consultant suggestions for how the scope of work can be enhanced, plus additional details of approach, methods, etc. for carrying out the prescribed work. The Township is seeking innovative and creative planning and community engagement methods for this project.

6. Provide a list of all items to be requested from the Township of Pine to assist the consultant in completing the requested work. This should include any data and/or proposed use of Township staff, office/meeting space, and any equipment or materials/supplies that the Township will be expected to provide.

7. Detailed project time schedule with the date of initiation of work, not to exceed one (1) year, for the full adoption process.

8. Cost estimate of professional fees to undertake the project. A breakdown of labor costs, including fees, hours, hourly rates of pay, and expenses should be provided. The core project will be a lump sum contract. If additional meetings or items are needed beyond those described in this proposal, please provide pricing per additional item and/or meeting.

E. SUBMISSION OF PROPOSAL

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant shall become the property of the Township of Pine when received. Any restrictions on the use of data contained in the proposal must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public records law considerations. The Township of Pine reserves the right to reject in whole or in part any and all proposals, to waive any informalities, and to accept the proposal determined to be in the best interest of the Township of Pine. This solicitation may also be cancelled in whole or part if determined to be in the best interest of the Township of Pine.

Submit **one** (1) digital copy of the proposal on a USB within a single sealed envelope or container. The envelope should have the following notation:

PROPOSAL FOR THE

TOWNSHIP OF PINE

COMPREHENSIVE PLAN

UPDATE

Proposals must be received no later than 12:00 PM, Tuesday, February 18, 2025 at the Township of Pine Municipal Building, 230 Pearce Mill Road, Wexford, PA 15090 to be eligible for consideration. Late submissions will not be considered. All questions must be in written form and may be directed only to Kirsten (KP) Prim, Director of Code & Planning, by email kprimm@twp.pine.pa.us.

Other employees will not respond to any written or verbal questions regarding the RFP. The questions and subsequent answers will be documented and distributed to all RFP recipients prior to the submission deadline. All costs incurred in the preparation and/or presentation of the proposal shall be the responsibility of the consultant.

F. PROPOSAL EVALUATION

A short list of consultants will be invited to interview/present to a consultant selection committee. It is anticipated that interviews and consultant selection will occur within 60 days of the RFP deadline. A notice to proceed will be issued as soon as possible thereafter.

Proposals and interviews will be evaluated and a consultant will be selected based on the following criteria listed in order of importance:

1. Specialized experience and qualifications of the firm and project team assigned, including any subcontractors and associate firms, as they relate performing the work and meeting the objectives of the Comprehensive Plan update.

2. Quality and content of written proposal/interview presentation.

3. Innovative and creative methods and approaches to planning and community engagement methods and suggestions submitted to enhance the scope of work and additional details of the approach and methods to carry out the project.

4. Familiarity of the firm with the type of local issues and potential alternatives applicable to this project.

5. Understanding of an agreement with the firm's approach and methodology to the project including confidence in the firm to perform the work.

6. Ability to meet the expected project completion schedule.

7. Project cost.

This RFP does not commit the Township to award a contract or pay any costs incurred in the preparation or submission of proposals. The Township reserves the right to reject any or all proposals received in response to this RFP.