

Request for Proposals

East Hempfield Township New Zoning Ordinance and New Subdivision and Land Development Ordinance Coordination and Technical Assistance

RFP issued by: East Hempfield Township Board of Supervisors
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Landisville PA 17538
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Contact person: Mark Stivers, Planning Director or Cindy Schweitzer, Asst. Mngr.
East Hempfield Township East Hempfield Township
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Response deadline: March 14, 2008

Please submit 7 complete copies of the proposal.

Summary: East Hempfield Township requires the services of a consulting planner to redraft the existing Zoning Ordinance and Subdivision and Land Development Ordinance, incorporating recent amendments and suggesting new provisions to the East Hempfield Township Zoning Ordinance and zoning map and East Hempfield Township Subdivision and Land Development Ordinance. The outcome must be generally consistent with **Growing Together – A Comprehensive Plan for Central Lancaster County**, **Envision The Comprehensive Plan for Lancaster County**, other township ordinances, and with the Pennsylvania Municipalities Planning Code.

PROJECT BACKGROUND

East Hempfield Township is currently accepting proposals for planning services to be provided for the comprehensive update of the zoning ordinance and subdivision and land development ordinance. The selected firm will be asked to prepare the two new ordinances so they are generally consistent with Growing Together – A Comprehensive Plan for Central Lancaster County, Pennsylvania, Envision - the Lancaster County Comprehensive Plan, and all other relevant State and local ordinances. These proposed ordinances will include current zoning and planning principles.

SCOPE OF WORK

This project is to develop two new ordinances for East Hempfield Township. The Township adopted Growing Together in 2007. The Zoning Ordinance and The Subdivision and Land Development Ordinance need to be updated to more fully implement our Comprehensive Plan as well as work in harmony to guide the growth and development of the Township. Specific emphasis for the development of these ordinances will be on smart growth, preserving the agricultural land, protecting environmentally sensitive areas, linking land use and transportation/infrastructure systems, community facilities, recreation areas, and community planning issues such as pace and location of growth as well as the impacts to existing neighborhoods, fragmented pattern of some existing development, protection of rural areas outside of the growth area, and development design criteria.

The project will result in the formal and complete drafting and adoption of both ordinances that addresses all elements as required by PA MPC.

At the request of the Board of Supervisors, the East Hempfield Planning Commission has been charged to prepare and present to the board a zoning ordinance and to prepare, recommend and administer subdivision and land development and planned residential development regulations, as set forth in the PA MPC at Article 201 and elsewhere. In completing these charges, the Planning Commission, with the advice and recommendations of the board, will appoint a steering committee one or more subcommittees with whom the consultant will be expected to work during the performance of the tasks required for completion of these ordinances.

The project will be completed no later than March 2009. Consultants are free to recommend an accelerated schedule for the completion of the planning effort based on prior experiences and expertise.

CONSULTANT QUALIFICATIONS

1. The proposal shall include a description of the consultant's prior experience in planning and zoning ordinance development along with an understanding of new trends in planning and zoning and a thorough knowledge of the Pennsylvania Municipalities Planning Code.
2. The proposal shall describe the consultant's experience in developing zoning ordinance provisions.
3. The proposal will demonstrate the consultant's knowledge of smart growth principles.
4. The proposal will demonstrate the consultant's knowledge of modern site planning principles, urban and rural design, land development economics, and impact analysis.
5. The proposal shall document the qualifications of the consultant's staff members who will be responsible for undertaking the work described herein.

6. The proposal shall demonstrate that the consultant has experience in managing conflicting points of view on issues. The consultant shall show experience in gaining consensus through a collaborative planning process.
7. The consultant must be in compliance with the nondiscrimination and equal opportunity policy of the Commonwealth of Pennsylvania.

PROPOSAL REQUIREMENTS

Proposals should provide a clear and concise demonstration of the consultant's capability to assist staff with diagnosing the existing ordinances. Proposals will be evaluated based on: overall experience, experience relevant to the project, availability of staff, relevance of education and experience of staff, understanding of the Township, County, and region, clarity and usefulness of methods and techniques, and value of work compared to the cost of the project.

At a minimum the following information should be submitted:

- A narrative explaining the overall strategy to be taken toward completion of the project, how the major work items will be carried out, and any recommended changes to the project scope as presented in this RFP. Be sure to address project timing.
- A statement of qualifications together with appropriate supplemental information demonstrating qualifications of the firm and the key personnel identified to undertake the proposed project. Please indicate the number of years the firm and the key personnel have been involved in projects requiring a similar set of skills and expertise.
- Understanding of the Pennsylvania Municipalities Planning Code, *Growing Together* – A Comprehensive Plan for Central Lancaster County, and Envision - The Lancaster County Comprehensive Plan.
- A detailed cost proposal for the proposed consulting services including a breakdown by major task and time, and cost estimates for personnel as well as non-personnel costs.
- A list of references including municipalities with which the firm has accomplished similar projects.
- Seven hard copies of the submittal and an electronic version should be provided.