



**1370 Fairfield Road
Gettysburg, PA 17325**

***REQUEST FOR QUALIFICATION (RFQ) and Proposal
For TOWNSHIP WIDE COMPREHENSIVE ZONING
REVIEW
By an independent Facilitator***

***Issue Date: August 27, 2019
Submission Deadline: September 17, 2019 by 4:00 P.M.***

***Request to: Cumberland Township Supervisors;
Cumberland Township Planning Commission; Adams
County Office of Planning & Development***

1. **PROJECT OVERVIEW:** The Central Adams Joint Comprehensive Plan was recently completed as authored by the Adams County Office of Planning & Development. This was a cooperative regional Plan that involved Cumberland Township, Gettysburg Borough, and Straban Township. The full Plan is available on the Cumberland Township web-site: www.cumberlandtownship.com . The scope of this Project is to perform comprehensive ZONING REVIEW for Cumberland Township, Adams County, Pennsylvania by leading meeting discussions, documentation, and working with Township Supervisors, Planning Commission, Adams Co. Office of Planning & Development, and citizens. Cumberland Township is seeking a qualified Facilitator / s with successful planning, zoning, and Pa. Municipalities Planning Code experience in the Commonwealth. Cumberland Township was founded in 1782 and is the host municipality to the Gettysburg National Military Park and Visitor's Center as much of the Civil War Battle of Gettysburg was fought in the Township July 1, 2, and 3, 1863.

2. **FACILITATOR'S RESPONSIBILITIES:** The Facilitator would conduct joint public meetings with the Cumberland Township Supervisors, Cumberland Township Planning Commission, and representatives of the Adams County Office of Planning & Development (OPD) along with Township citizens. The Facilitator would conduct well-structured public meetings reviewing the Central Adams Comprehensive Plan and reviewing the current Zoning Map and Zoning Text (land use) for possible edits. Representatives of the Adams County OPD would assist with mapping and data collection. The Township zoning would be reviewed in three (3) geographic sections (North, Central, South) Ideally, the project would be completed in a period of six months for recommendations that would be reviewed by the Township Solicitor with public open houses held and an ultimate public hearing for proposed ordinance adoption. The estimated project period would be January thru June, 2020. Bi-monthly meetings are recommended to keep the process moving forward. Location of the public meetings would be off-site at an accessible location in Cumberland Township. A proposed location is Destination Gettysburg's meeting room located along Media Drive near the Cumberland Township office with power-point presentation capabilities.

3. **REQUEST FOR QUALIFICATIONS:** All inquiries related to this RFQ shall be directed in writing to the contact person so indicated. Inquiries may be submitted by e-mail. Responses to inquiries will be available for submission to all RFQ interested parties.

4. **QUALIFICATIONS REVIEW:** RFQs' received will be reviewed by the Cumberland Township Supervisors who have the sole decision making responsibility. Full public transparency will be conducted in the selection and expenditure authorization.

5. **SELECTION PROCESS / EVALUATION:** Criteria will include years of planning / zoning experience; Proven capacity to deliver the project requirements on time and budget; Review of sample written reports of a similar nature of this Project; Awards and referrals.
6. **SUBMISSION:** The following listing shall be included with all submissions:
- a. Statement of Interest
 - b. Name, address, and firm information
 - c. Resume' outlining individual and / or team experience and qualifications
 - d. A minimum of three project referrals (professional references) with a contact person's name/location/municipality/contact information including phone numbers and e-mail addresses
 - e. Hourly fee for the individual or for each team member and any other expense line items
 - f. **[SEALED] - SUBMIT SEVEN (7) COPIES no later than the submission deadline date to the contact person:**

CUMBERLAND TWP. ZONING REQUEST FOR QUALIFICATIONS

**Attention: Ben Thomas, Jr. Township Manager
Cumberland Township
1370 Fairfield Road
Gettysburg, PA 17325
e-mail: bthomas@cumberlandtownship.com
Direct Phone: 717.420.5409**

7. **CONFLICT OF INTEREST:** Respondents should disclose any and all conflicts of interest, in writing, to the Township who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest. *A conflict of interest exists wherever an individual, group, or consulting firm could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position. Conflicts of interest may be real, potential, or perceived.*

Thank-you for your interest. Cumberland Township looks forward to receiving your Request for Qualifications and Proposal.