

Adams County Office of Planning and Development

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REQUEST FOR PROPOSALS (RFP) ADAMS COUNTY, PENNSYLVANIA

EASTERN ADAMS COUNTY JOINT COMPREHENSIVE PLAN

ANNOUNCEMENT

The Hamilton Township, Oxford Township, and Reading Township Boards of Supervisors, and the Abbottstown, East Berlin, and New Oxford Borough Councils intend to prepare a Joint Comprehensive Plan. The Adams County Office of Planning and Development will administer the project on behalf of the Townships and the Boroughs, participate in the consultant selection process, coordinate, attend, and participate in project Steering Committee meetings, and provide additional in-kind assistance during the course of the project.

All firms interested in submitting a proposal are urged to attend a "Consultants Briefing" to be held at 10:00 AM on Tuesday, August 26, 2008 in Classroom 1A of the Adams County Emergency Services Building, 230 Greenmayer Lane, Gettysburg. Written proposals will be accepted by the Adams County Office of Planning and Development (ACOPD) until no later than Friday, September 19, 2008, at 4:00 PM. Proposals should be directed to Richard H. Schmoyer, AICP, Director of Planning and Development, 19 Baltimore Street, Suite 101, Gettysburg, PA, 17325. Persons with questions may contact Mr. Schmoyer or Andrew D. Merkel, AICP, Senior Planner, at the Office of Planning and Development at (717) 337-9824.

BACKGROUND INFORMATION

Description of Setting: Over the past decade, significant residential development has occurred in the area, primarily in East Berlin Borough and Oxford Township and to a lesser degree in Hamilton Township. Reading Township has seen a considerable build-out within Lake Meade, a large, private community of 1100 lots. This scenario is changing as the number of vacant lots within the Lake area diminishes. However, more development is anticipated in the vicinity of Hampton Village in the future. As a whole, the Eastern Adams area has experienced a moderately high population growth rate over recent decades. Records available through the Office of Planning and Development show that the regional population has increased by 73% between 1980 and 2006. This represents a significantly faster rate of population growth over this time period than

Adams County as a whole (50% between 1980 and 2006). Some concurrent commercial development has occurred in the area, but many residents, particularly newer residents, commute outside the planning area for employment. Continued strong demand for residential development, and moderate demand for commercial and employment development, is expected to continue. Many commuters travel to the York, Hanover or Harrisburg regions for employment. Recently it has become evident that some new residents commute as far as Hunt Valley or Towson, Maryland for work.

These six municipalities contain several transportation corridors that are increasing in importance regionally, thus resulting in increasing overall traffic volumes. Growing numbers of commuters reside in the planning area, but work in Maryland to the south, York County to the east, and Harrisburg to the north contributing to increased traffic volumes. Further, Route 94 in particular provides for goods movement into and out of the Greater Hanover Area, including the Penn Township industrial area and other industrial locations in Conewago Township, Adams County and Hanover Borough.

In addition, development of new or enhanced shopping, heritage tourism and general employment opportunities in the Gettysburg area will likely, over time, result in additional increases of traffic volumes along U.S. Route 30, Route 234, and “back roads” such as Route 394. Currently PA Route 94, south of the PA Route 30 and Route 94 intersection, has the highest Average Daily Traffic (ADT) volume in the County (over 20,000 vehicles per day). It combines with PA Route 194 to form two north-south access roads to the commercial and employment centers in Hanover. PA Route 234 is experiencing increased truck volumes as well.

In addition to these local and regional considerations, factors external to Adams County will play a significant role in the future of Eastern Adams County. The planning area is within the commuter-shed of Baltimore and Washington DC. To compound this already evident trend, recent published reports have indicated that various agencies of the U.S. Government, as well as private businesses that tend to co-locate with them, are likely to relocate to Northern Maryland in the short-term future. Housing, transportation, and educational impacts must be anticipated within counties adjoining Maryland. Future improvements to transportation systems will continue to expand commuter opportunities. Maryland’s “smart growth” policy and active land preservation efforts in the northern part of the state already have artificially “forced” some demand for new housing, particularly single family detached housing, north of the Mason-Dixon Line. Some developments in the planning area have been marketed heavily toward Maryland residents, who find the lower land and housing costs to be an equitable trade for the longer commutes to Maryland employment opportunities. Yet Eastern Adams County, over the past 10 to 15 years, has provided housing for many “local work force” related citizens and families. Traditionally, Eastern Adams County has been an area of modest priced land and new housing starts. Recent inflation and the emergence of the Maryland oriented workers north of Hanover has begun to raise housing affordability issues. Given the constraints being placed on residential development in some Maryland communities, it is likely that migration from Maryland to Adams County will continue, and issues

related to housing affordability, employment opportunity and local tax base will intensify.

Given the rapid growth confronting Eastern Adams County, this region must resolve several critical issues. In the context of a Joint Comprehensive Plan, the three townships and three boroughs must assess regional transportation needs and identify necessary upgrades to the system. Critical decisions must be made regarding the most appropriate ownership method for the provision of public water and sewer service. Additionally, critical decisions regarding provision of recreation, and other municipal services, as well as overall land use and mix of housing unit types and densities, as well as employment opportunities and service needs (medical, education, etc.) will dramatically impact future quality of life, growth management efforts, and public safety and welfare. The need for a focused look at energy conservation and facilities planning issues is growing. The municipal elected officials recognize the need to address these issues in a comprehensive and consistent manner, and are thus proposing the Joint Comprehensive Plan.

Specific Issues to be Addressed: In addition to the traditional and legally mandated goals and objectives of a comprehensive planning process, several specific issues will be addressed in the proposed Eastern Adams County Joint Comprehensive Plan process. The three Townships and three Boroughs share a common landscape which contains several important rural viewsheds as well as environmentally sensitive areas near the Conewago Creek. This landscape is under serious stress resulting from development pressures emanating from the York and Harrisburg areas, Hanover, new employment zones along Route 15, and locations or districts around Washington, D.C., Baltimore, Westminster, and Frederick, Maryland, and are impacted by a variety of regional development issues. Today the three original Boroughs and the Village of Hampton still stand out as centers of residential, cultural and religious life for the surrounding, still rural setting. The towns give special identity to rural Eastern Adams County. They have not yet “blended together” into one indistinguishable suburb. These issues include, at a minimum, the following:

1. *Regional Influences:* Development activities and trends outside the planning area have begun to influence, and will continue to influence, the planning discussion within the region. The extent to which these external influences will affect the decision-making and planning policy development process in Eastern Adams must be thoroughly assessed. These influences include, but are certainly not limited to, the following.

- **Public Utility Service:** Recently, privately owned and operated utility companies have purchased existing public utility systems and are expanding their service areas (such as the York Water Company). Several municipalities are under DEP requirements to update their Act 537 Plans (for example, Reading Township for the Laughman’s Bottom area). This practice expands beyond individual municipal

boundaries and planning process. The development pressures created by this expansion must be addressed on a regional basis.

- **Maryland Influence:** A strict interpretation of “smart growth” planning and development policies of many Maryland counties, along with strict state environmental regulations, has resulted in a surge in median housing prices in the area. Demand for new housing exceeds supply. As a result, both housing consumers and producers are looking for opportunities in Pennsylvania. While the current economic conditions indicate that the housing market is in a “slowdown” the external issues that drove the surge in proposed dwelling units in Adams County still remain.
- **Gettysburg Region:** During the period from 1985 to 2002, Central Adams County experienced relatively low population growth in comparison with Adams County as a whole. Today, however, areas in close proximity to US Route 15 and the Maryland line are experiencing significant development pressure, both in terms of residential and non-residential development. Anticipated new development will have an impact on current and future residents in Eastern Adams County in terms of deciding where to travel for shopping, employment, entertainment, recreation, medical, and social service needs.
- **York/Harrisburg Region:** The proximity of Eastern Adams County to both York and Harrisburg has a direct impact in terms of shopping, employment, entertainment, recreation, medical, and social service decision for area residents.

Given these influences, the multi-municipal plan must identify and address the issues associated with the potential expansion of utility services into eastern Adams County, and address the roles of the municipal governments, authorities and the private sector should have with regard to ownership and maintenance of these systems. In addition, the multi-municipal plan must develop policies and recommendations that relate utilities provision with the land use and growth management strategies developed with the plan. Is it appropriate to rely on, and accept the risks of, privately owned and maintained sewer and water systems to service large, new developments?

2. *Transportation Needs Evaluation:* Due to several factors, most trips within the planning area must be accomplished by automobile. No fixed route public transportation service exists, although Rabbit Transit of York does serve the Hanover area. Note that Rabbit Transit provides on demand service for senior citizens and those with diabetes. The area lacks reliable public transportation that links Eastern Adams to York, Hershey, Gettysburg and Harrisburg. Young people and older people who cannot drive must be transported everywhere by car. As energy prices continue to rise in the future, many modest means households will be affected by the lack of transportation options. Also tourists can only

arrive at attractions such as New Oxford's Antique businesses, East Berlin's Crafts Fair, and the Lincoln Highway Heritage Corridor by private automobile.

Limited opportunities are available to support pedestrian and bicycle transportation options outside of the borough cores. Given the range of development proposals now under consideration, both within and outside current designated growth areas, the regional plan must assess a full range of transportation options for the area, including transit needs (ride sharing programs, etc.) and technological innovations to promote increased use of telecommuting.

Recently a number of new developments have been built or are proposed that do not connect to each other or to the existing borough or village street grids. Walking, bicycling is often not safe along major roadways. This leads to further demand on the automobile for transportation needs and increases wasteful use of non-renewable energy sources.

The viability of the overall transportation network must be maintained, and given the areas growth rate, enhanced to meet future needs. The borough cores in Abbottstown and New Oxford along the Lincoln Highway Heritage Corridor (Route 30) are stressed due to increased traffic volumes which in turn create increases in vehicular – bicycle/pedestrian conflicts. Increases in truck volumes are also impacting historic borough cores in East Berlin (Route 234), as well as Abbottstown and New Oxford, through noise, vibration and speed. Routes 94 and 194 provide the sole means of north-south access to Hanover, a major regional generator of shopping, employment, entertainment, recreation, medical, and social service trips. Local connector roadways are seeing significant increases in traffic volumes as well. Vehicular speed and congestion are major concerns on all major road corridors.

Future “choke points” and safety issues must be defined. New vehicular routes must be identified to promote relief and to avoid unnecessary congestion and energy use by the public in general as well as the municipal sector (school buses, police vehicles, etc). Increasingly “transportation” also includes a digital component. High-speed internet access capabilities are essential for communities to attract and retain a home-based workforce.

Focused evaluation and emphasis must be placed on the identification of travel patterns that will likely emerge as new residential development is implemented. Travel delays on major travel routes may result in commuters using “back roads” (for example, Berlin Road between New Oxford and PA Route 94) in an attempt to reduce overall commute time or to bypass potential bottlenecks such as Cross Keys or the Abbottstown and New Oxford squares. Therefore, the plan must project regional traffic patterns given current and likely future development trends and regional influences. The plan must be carefully integrated with the on-going Adams County Comprehensive Plan – Transportation Element Update. Further, appropriate improvements to the

transportation system must be identified in a manner than may be integrated with the Adams County Transportation Planning Organization's (ACTPO's) planning and transportation funds budgeting process. Also be aware that the federal earmark funded East-West Corridor Study is on pace to begin in late 2008 or early 2009. The recommendations and outputs from this and other plans will be inputs into that study.

3. *Recreation and Tourism Opportunities:* The planning area includes a wide range of resources that can be associated with recreation, cultural heritage tourism, agro-tourism, and eco-tourism activities. These resources include hiking, bicycling opportunities, fishing, hunting, The Mannings, East Berlin's Colonial Day, and the East Berlin Community Center, etc., at a minimum. The degree to which these types of activities, events, and physical locations contribute to the local tourism economy will be assessed. Opportunities to enhance these resources in ways that contribute to the local economy and in a manner that is consistent with the conservation of natural and historic resources will be evaluated. Special attention should be paid to cultural heritage tourism potential with the historic borough cores with respect to resource identification, approaches to interpretation, and context preservation. Key landscapes of the region identified in the County Greenways Study, including Round Hill, Conewago Vistas, St. John's Bridge Area, Lake Meade Watershed Area, and the Abbottstown / East Berlin Buffer Area, should be reviewed and incorporated into the plan. Also, the core areas of each Borough are well preserved from a historic architectural perspective, and much of East Berlin is located within a National Historic District.

At the same time, the recreation needs of current and future residents must also be carefully considered. The provision for adequate active and passive recreation facilities both in number and form (i.e. active versus passive recreation, use of greenways and riparian protection, bicycle/pedestrian linkages) and possible methods of delivery must be integrated into the plan. For example, the East Berlin Area Community Center serves as a regional destination for recreation opportunities and community events for residents of East Berlin and surrounding municipalities. Additionally, East Berlin Borough is currently working on the development of a seventeen (17) acre parcel as a Community Park. The degree to which future development proposals can augment existing recreation sites, and facilitate additional recreation sites in the future, will play a significant role in the provision of recreation options and enhancement of community health for individual municipalities and the planning area as a whole.

Eastern Adams has a relatively large number of younger households with children and in recent years has not attracted retirees in the same proportion as other parts of Adams County. The plan should address growing recreation needs for all segments of the population. That said, Eastern Adams has a population which is likely to age in place. Thus, the recreational need of families with children, as well as various configurations of aging person households must be addressed.

4. *Land Use and Growth Management:* The Eastern Adams County planning area has experienced moderate population growth, faster than Adams County as a whole, over at least the last two decades. Already, moderate density suburban development has occurred in Hamilton and Oxford Townships with connection to public sewer and water systems. Additional residential projects have been proposed in Reading Township. Conversely, substantial effort has been made to retain agricultural uses in Hamilton and Reading Townships through the purchase of agricultural easements by the County and the application of effective agricultural zoning by the Townships.

Over the past two decades new residential development in Eastern Adams has occurred primarily adjacent to the three Boroughs. Therefore, the area, for the most part, has been able to maintain distinct “edges” between the Boroughs and associated development and the agricultural and rural areas surrounding these urbanized communities. This is particularly the case around Abbottstown and East Berlin. This development pattern is not only highly consistent with growth management recommendations of the Adams County Comprehensive Plan, but principles of “smart growth” as well.

Given internal and external growth factors, however, the risk that sprawling residential and non-residential development could occur in the planning area is significant. This is particularly true considering the recent expansion of the York Water Company into Eastern Adams County. Without adequate planning, developers may pursue development beyond designated “growth areas” driven by this new source of available public water supply. If this happens, the percentage of people within the planning area that live outside comfortable bicycling and walking distance to the “cores” will be reduced, which could have negative impacts on community livability, as well as increase dependency on the automobile. Further, development beyond growth areas would likely be less efficient and more land consumptive.

Therefore, a major focus of this project will be to determine future infrastructure needs within the planning area. When and if new development occurs, properly integrating new development in an increasingly suburban setting, focused on the “growth areas” around Abbottstown, East Berlin and New Oxford Boroughs, Cross Keys, and the Villages of Hampton and Irishtown, will play a critical role in the future appearance and viability of Eastern Adams County. The plan must fully integrate land use, infrastructure, and transportation recommendations to properly address the future growth issues.

The plan should also identify “service/business” needs and opportunities as well as other economic development opportunities. Is there a need for one or more “business park locations”? Is there a need for better communication infrastructure? Is there a need to “support home based businesses and workforce”?

5. *Need for Community Focal Points and Linkages Between Residential Locations and Community Focal Points:* While residential development has occurred in the region, and will likely continue to occur, a relatively smaller amount of community-serving commercial or institutional uses have followed the residential development. A large percentage of residents leave the planning area for basic shopping, service procurement, health care, and entertainment opportunities. Some people travel to the Hanover area, and others travel to Gettysburg, Harrisburg or York. As residential development in the area increases, opportunities should be explored to encourage the establishment of retail, employment, medical, and entertainment centers in appropriate settings of the planning area. This would alleviate some need to leave the immediate area for basic services.

The Eastern Adams County Joint Comprehensive Plan should identify opportunities and locations where such community-serving commercial and economic establishments should occur. Consideration must also be given to identifying the means for people to access other use areas from residential areas (pedestrian, bicycle, transit, automobile, etc.). By expanding business and institutional opportunities locally, some positive tax base benefits can also be anticipated. The plan should also provide recommendations regarding the design of these settings, particularly in terms of providing access to the site using a variety of transportation modes. Evaluating an appropriate mix of uses, perhaps including residential uses, should also be explored. Additionally, infrastructure requirements and availability for various levels of business and institutional uses should be analyzed.

6. *Housing Needs:* Like many other areas of Adams County, the Eastern portion of the County is reacting to significant new residential development proposals. Some of these proposals are being promoted by Maryland developers, and most are being marketed to potential homebuyers from the Baltimore/Washington DC and other surrounding areas. Many of these new homes are being marketed at prices and styles geared to the Washington DC home market. Very little new housing in the planning area, or in Adams County as a whole, is being designed or developed in response to growing housing demand from younger households, older households, families employed in the local workforce, and households of modest means from the local area.

Although housing affordability and housing choice can be a difficult issue, the regional plan must discuss this issue and provide appropriate recommendations. Every effort must be made, from a planning perspective, to ensure that younger households and those with modest financial means are not priced out of the community and that people from eastern Adams County can continue to reside in the area as they progress through the life cycle.

Children of current and future residents should not be forced to move from the community due to unaffordable housing prices. Further, as the population ages, housing needs will also emerge. In particular, single floor, smaller spaces will be needed by a rapidly increasing “over 70” population, which will include many single person households. Eastern Adams County wants to ensure that its older residents can remain in the community as their housing needs change.

Housing costs are intrinsically related to rising energy costs. The regional plan must identify methods of containing energy use and encouraging energy efficiency and energy efficient building techniques.

7. *Historic and Cultural Resources:* The planning area is characterized by a wealth of historic and cultural resources. In addition to East Berlin Borough (and its National Register Historic District Designation), Eastern Adams also contains several major landscapes of historic, cultural, and visual importance, including the Lake Meade Watershed Area, the Storms Store/Stone Bridge Area, and Abbottstown/East Berlin Agricultural Buffer Area. The region also includes a collection of historic structures including the John Abbott House, the John’s Burnt Mill Bridge (stone arch bridge) and the Altland House. All of these resources will be identified and assessed within the context of the development of the regional comprehensive plan. How to conserve these important community resources within the context of regional development pressures will be evaluated.

Although not designated as National Historic Districts, New Oxford and Abbottstown Boroughs represent equally important historical and cultural assets. Abbottstown, with its large collection of old log houses, serves as the eastern entrance to the Commonwealth’s “Lincoln Highway Heritage Corridor”. New Oxford with its antique business is famous for its beautiful town square and its numerous Victorian era buildings.

8. *Rural Resource Conservation:* Eastern Adams County’s land use pattern is characterized by suburban density residential development surrounding the existing borough and village core communities which are separated by expansive stretches of rural landscape, particularly along the Conewago Creek (both main and South Branch). In order to maintain a sense of place for these core communities (such as Abbottstown, East Berlin, New Oxford, Hampton Village, etc.) the plan should develop a strategy to address rural conservation issues. A focused effort to define the current role of agricultural and agricultural practices in comparison to what will be required to sustain it in the coming years is required. A special focus on agricultural sustainability through agricultural economics may be needed. For example, how much and what kind of agriculture should be provided for. What alternate means of agricultural production should be promoted? The plan should investigate which alternate means of development would best promote rural conservation, such as conservation development or preservation of agriculture, in order to best preserve critical landscapes, roadway

corridors, villages and village squares while encouraging high quality landscaping, site planning, development design, and signage.

The regional comprehensive plan should also address rural resource protection initiatives, including the Adams County Greenways Plan, the Conewago Creek Rivers Conservation Plan, and the Lake Meade Watershed Assessment. Specifically, the protection of water resources with special emphasis on minimizing flooding, soil erosion, sedimentation, visual characteristics, and water supply and water quality within the Conewago Creek and the South Branch Conewago Creek watersheds should be analyzed. Attention must be paid to wellhead protection issues facing the Lake Meade watershed as well as other areas. Compliance with the Storm Water Management Act should be addressed as well.

9. *Focused Evaluation of the Route 194 Corridor:* In 2005, Hamilton Township applied for and received a state grant for a Corridor Study involving Route 194 between Abbottstown Borough and East Berlin Borough. The project, if performed as a “stand alone” planning effort, would evaluate land use alternatives along the corridor and determine the effects on the Route 194 Corridor in terms of mobility, congestion management, visual character, schools, police, fire, emergency management, parks and recreation, shopping, agricultural production and conservation, sewer and water needs and employment opportunities as well as the impact on neighboring communities. Thus, this targeted corridor study should be fully integrated into the Joint Municipal Comprehensive Plan. It is expected that the firms interested in this project will prepare a detailed approach to this study and provide specific improvement recommendations for this corridor.

10. *Other issues to be addressed:*

- Energy conservation and facilities planning.
- Define approaches to economic development using a broad approach. Small “parks”, targeted industries, technological infrastructure (broadband, etc.) needs for business in the 21st Century.
- Encourage home occupations and home worksites.
- Need for multi-purpose office structures (condos?) with shared support services.
- Project future service needs (police, fire, hospitals, emergency management).
- Identify opportunities to share services on a regional basis.

CONSULTANT QUALIFICATIONS

The selected Consultant must identify a Project Planner, who will serve as the project manager. The Project Planner shall have not less than four (4) years of professional planning work experience with emphasis on the preparation of comprehensive plans. Designated Project Planners with AICP credentials will be given

priority. Proposals identifying a project manager with substantially more than four (4) years of professional planning work experience will be favored. This experience shall include primary responsibility, either as a project director or sole professional staff, for major planning projects involving:

- A. Developing and recommending to local governmental officials public policies and / or programs (which may pertain to any area of local government responsibility).
- B. Analyzing the broad consequences (e.g. physical / environmental, social, economic / financial, administrative) of the specific actions or choices recommended.
- C. Applying appropriate elements of the planning process (e.g. problem / opportunity definition, goal setting, generating alternative strategies, strategy choice, implementation, evaluation).

In addition to the minimum Project Planner qualifications identified above, the Consultant is encouraged to include additional planning professionals with capabilities necessary to complete the work program identified in this RFP.

Although a single Firm may have the necessary expertise in house, interested firms are strongly encouraged to form the most appropriate project team possible. The selected Consultant must designate a project manager for the Consultant team, and must participate in all activities involving the steering committee and the public. However, the other required project staff must also play an active role in the planning process. The other required project staff must also attend most steering committee meetings, be actively involved in all aspects of the citizen participation process, and participate in the preparation and review of plan text and drafts. Interested firms should feel free to add any other persons to the project team who can contribute to the quality of the planning process and the final planning report(s).

CONSULTANT SELECTION

Prospective consultants are strongly encouraged to become completely familiar with the selection process to be used by Adams County on behalf of Hamilton, Oxford, and Reading Townships, and Abbottstown, East Berlin, and New Oxford Boroughs. The following events and activities will constitute the consultant selection process to be used by Adams County:

1. Interested Consultants are strongly encouraged to attend the Consultants Briefing at 10:00 AM on Tuesday, August 26, 2008 in Classroom 1A of the Adams County Emergency Services Building, 230 Greenmayer Lane, Gettysburg.
2. Upon receipt of all proposals, the Director of Planning and Development and Senior Planner of the Adams County Office of Planning and Development, and a

representative from each of the six municipalities, will review and rate each submission. Each proposal will be evaluated against the following criteria:

A. The extent to which the proposal demonstrates an understanding of the purposes and the need for the project and the relationship between the project and the general planning, growth management, and conservation issues confronting Adams County, and specifically Hamilton, Oxford, and Reading Townships, and Abbottstown, East Berlin, and New Oxford Boroughs. Ten (10) Points.

B. The extent to which the proposal demonstrates cost effectiveness. In particular, the County, Townships, and Boroughs will evaluate the hourly rate schedule for assigned personnel with respect to the number of hours that each person will be assigned to devote to specific tasks. Be sure to structure your proposal so that this evaluation can be made. Fifteen (15) Points.

C. The professional experience of the firm or firms submitting the proposal; the "breadth" as well as the "depth" of each firm's professional and technical capabilities, professional experience, and skills will be considered. Ten (10) Points.

D. Taken individually and as a whole, the professional experience and qualifications of the specific set of staff persons who will comprise the project planning team. Thirty-five (35) Points.

E. An evaluation of proposed planning techniques, including those related to citizen participation and surveys, along with an evaluation of the extent to which the team has demonstrated a capacity for professional creativity, innovation, and the use of contemporary planning approaches will be conducted. Thirty-five (35) points.

F. Commitment to Enhance Socially/Economically Restricted Businesses (SERBs). Maximum of Five (5) Points. Adams County strongly encourages the submission of proposals by SERBs. SERBs are businesses whose economic growth and development have been restricted by social and economic bias. Such businesses are MWBEO certified minority and women owned businesses and certain restricted businesses whose development has been impeded because their primary or headquarters facility is physically located in an area designated by the Commonwealth as being an Enterprise Zone. Businesses will not be considered socially or economically restricted if one of the conditions listed below exists:

(1) The business has gross revenues exceeding four million dollars annually.

(2) The concentration of an industry is such that fifty percent (50%) of the market is controlled by the same type of SERB (MBE/WBE) or businesses within designated enterprise zones.

Firms not considered to be socially/economically restricted businesses, but who are seeking to identify such businesses for joint venture and subcontracting opportunities are encouraged to contact:

Department of General Services
Minority and Women Business Enterprise Office
502 North Office Building
Harrisburg PA 17125
Phone: (717) 787-7380
1-800-822-2903
FAX: (717) 787-7052

To achieve the objective of enhancing SERB participation, Adams County has established SERB utilization as a selection criterion in the evaluation process. The following points may be achieved in accordance with these criteria:

- (1) Proposal submitted by SERB. Five (5) Points.
- (2) Proposal submitted from a Joint Venture with a Commonwealth approved SERB as a Joint Venture Partner. Three (3) Points.
- (3) Proposal submitted with subcontracting commitments to SERBs. One (1) Point.

Note: Firms not considered SERBs **must** describe, in narrative form, their Company's approach to enhance SERB utilization on a professional level in the implementation of this proposal. Please note that **failure to provide this narrative could disqualify your Firm's proposal!** This is to ensure that requirements established by the Community Development Block Grant (CDBG) Program are met.

3. Following review and rating, the two or three highest ranking firms will be invited to make a presentation to the Adams County Commissioners. The Director of Planning and Development and the County Solicitor will also participate in the interviews. Representatives of the six municipalities will also be invited to attend.
4. The County Commissioners will make the final decision concerning consultant selection. While no "point system" will be used for making the final selection, the same kind of criteria, as expressed in number two above, will be applied to the oral and graphic presentations made by the candidates.

SCOPE OF SERVICES

The County of Adams intends to assist Abbottstown, East Berlin, and New Oxford Boroughs, and Hamilton, Oxford, and Reading Townships in the development of a multi-municipal comprehensive plan involving these six (6) municipalities. The Eastern Adams Joint Comprehensive Plan will be developed in accordance with the requirement of the Pennsylvania Municipalities Planning Code, and will address the regional issues discussed in the Project Narrative section of this application. The work program includes the following:

1. Assessment of Existing Conditions and on-going planning processes, prepared in accordance with MPC Section 301.3, and including, at a minimum, the following components:
 - a. Demographic Information
 - b. Population Projections
 - c. Existing Land Use
 - d. Natural, Historic, Environmental, Landscape, and Geologic Resources
 - e. Community and Recreation Facilities
 - f. Transportation
 - g. Housing
 - h. Employment
 - i. Infrastructure
 - j. Energy Efficiency
 - k. Economic Development

Contemporary knowledge of the above topics is expected, and innovative approaches to addressing these topical areas are encouraged. Further, the status and forthcoming recommendations of a variety of planning projects will be incorporated into this assessment. These include the on-going update of the Adams County Comprehensive Plan, which includes the forthcoming components such as the Adams County Greenways Plan and the “Transportation Component Update.” In addition, an evaluation of other planning initiatives including, but not necessarily limited to, DCNR’s Natural Areas Inventory and the Rivers Conservation Plan (Conewago Creek), must be included in the overall Assessment.

2. Alternatives Analysis. An Alternatives Analysis must evaluate the findings, recommendations, and policies of the Adams County Comprehensive Plan, the Adams County Vision for Parks, Recreation, and Open Space, the Adams County Water Supply / Wellhead Protection Plan, the Lake Meade Watershed Assessment, the Conewago Creek Rivers Conservation Plan and the Monocacy Watershed Stormwater Management (Act 167) Plan, and apply such findings, recommendations, and policies to the development of the preferred “future” for the region. These alternatives must assume different population

levels and land use configurations (such as borough centered versus a more rurally based settlement pattern).

3. Statement of Goals and Objectives, prepared, at a minimum, in accordance with MPC Section 301(a)(1).

4. Plan Recommendations: The regional comprehensive plan will include a broad range of policy statements and recommendations to address the community's future. The policy statements and recommendations will build upon, at a minimum, the topics identified above as "Specific Problems to be Addressed" section of this application. The results of these and other assessments will be incorporated into the Plan Recommendations section of the regional comprehensive plan, which will include the following sections, at a minimum, as required in the MPC.

a. Land Use, prepared, at a minimum, in accordance with MPC Section 301(a)(2). Specific focus regarding the interface between borough and township settings will be required. Recommendations regarding how to address development pressures within rural areas, particularly in the context of design and maintaining rural features, will be provided.

b. Transportation, prepared, at a minimum, in accordance with MPC Section 301(a)(3).

c. Housing, prepared, at a minimum, in accordance with MPC Section 301(a)(2.1).

d. Environmental and Landscape Resources. Specific focus on the scenic attributes of Eastern Adams County must be provided, particularly in the context of extensive development proposals suggested within rural portions of the planning area.

e. Community Facilities and Utilities, prepared, at a minimum, in accordance with MPC Section 301(a)(4). This plan component shall include a plan for the reliable supply of water, prepared, at a minimum, in accordance with MPC Section 301(b). Management of the planning area's water supply, from quantity and quality perspectives, is particularly important given that the area relies almost exclusively on groundwater. Focus on other types of community facilities such as schools, emergency services, police, parks and recreation, and related municipal services must also be thoroughly assessed given current and likely future development trends.

f. Protection of Natural and Historic Resources, prepared, at a minimum, in accordance with MPC Section 301(a)(6). This plan component shall also address the requirements of MPC Section 301(b).

- g. Energy Conservation, prepared, at a minimum, in accordance with MPC Section 301.1. This plan component shall include a plan to promote energy conservation and the efficient utilization of all energy sources. Specific focus shall be given to the impact of other plan elements, recommendations and policies on energy conservation and the efficient use of energy resources. Recommendations on measures to reduce energy consumption and promote efficient energy use shall be provided.
5. Statement of Inter-relationships between various plan components, prepared, at a minimum, in accordance with MPC Section 301(a)(4.1).
6. Statement of Compatibility with contiguous municipalities, prepared, at a minimum, in accordance with MPC Section 301(a)(5).
7. Implementation Strategy, prepared in accordance with MPC Section 301(a)(4.2). Emphasis on the need for intermunicipal cooperation, with regard to exiting and potential future land use regulations, utility development, community services provision, and related issues, will be thoroughly evaluated.

SCOPE OF SERVICES – REQUIRED FOCUSED PLAN COMPONENT

Focused Evaluation of the Route 194 Corridor:

Hamilton Township has received a state grant to prepare a Corridor Study involving Route 194 between Abbottstown Borough and East Berlin Borough. The Township intends to have this targeted corridor study included as an integral part of the overall Joint Comprehensive Plan. The project will be similar in scope to a normal, detailed corridor study, but will be conducted within the context of a broader multi-municipal comprehensive plan.

The corridor study must evaluate land use alternatives along the Route 194 corridor and determine the effects on the corridor in terms of mobility, congestion management, visual character, schools, police, fire, emergency management, parks and recreation, shopping, agricultural production and conservation, sewer and water needs and employment opportunities as well as the impact on neighboring communities. It is expected that the firms interested in this project will prepare a detailed approach to this corridor study, as well as how it will be incorporated into the Joint Comprehensive Plan, and provide specific improvement recommendations for this corridor. The Corridor Study should focus on the following work tasks:

1. Evaluate existing land use, available public utility services and roadway characteristics (i.e. road width, traffic volumes, travel times) along Route 194 between Abbottstown and East Berlin Boroughs.

2. Catalog and analyze important agricultural, natural, historic, environmental, landscape, and geologic resources along the study corridor.
3. Prepare a build-out analysis of the study corridor based on different land use scenarios, including but not limited to existing land use proposals and policy documents and future land use scenarios developed by the project steering committee.
4. Develop corridor specific recommendations for the future regarding land use, public utilities, recreation, educational, emergency management, and employment/commercial needs, and energy efficiency.
5. Identify transportation improvements along the Route 194 corridor with a focus on minimizing congestion and reducing vehicle trips. This should include potential roadway improvements such as turning lanes, options for managing traffic flow, access management strategies, and other options such as context sensitive design.
6. Analyze bicycle and pedestrian needs along Route 194 and identify potential safety and connectivity improvement along the Route 194 corridor that will encourage the use of these transportation modes.
7. Prepare visual illustrations, including but not limited to photo renderings or other graphical representations of potential transportation, development, recreation, and preservation scenarios along the Route 194 corridor based on different future land use scenarios.
8. Develop, as a part of the overall implementation strategy for the Joint Comprehensive Plan, specific implementation techniques for the recommendations of this corridor study that can also be applied to or be consistent with recommendations for other corridors within the overall Joint Comprehensive Plan.

Consultant proposals must address this “Required Focused Plan Component” work. It must be stressed here that this component is a required part of any proposal. Therefore, consultant proposals must be structured in a manner that depicts this as a separate work item with a detailed scope of work and detailed project budget. Again, the proposal should also detail how this study will be integrated into the overall Eastern Adams County Joint Comprehensive Plan.

CITIZEN PARTICIPATION

Adams County and its municipalities place substantial emphasis on citizen participation in planning projects and processes. The selected Consultant will be expected to incorporate the following citizen participation components into its proposal:

1. At a minimum, a project Steering Committee will be formed to work directly with the selected consultant toward the development of the Joint Comprehensive Plan. Municipal officials and citizen representatives will comprise this Steering Committee. It is anticipated that the Steering Committee will meet on a monthly basis to review progress on the development of the Plan.

2. The selected Consultant should incorporate other forms of citizen participation into the process. These additional activities may include, but are not necessarily limited to, the following:

- Citizen Survey
- Series of Public Information Forums
- Key Person Interviews
- Planning Workshops (Charettes)

In the context of this RFP, consultants are expected to provide a recommendation regarding the overall citizen participation program to be applied to the project. Components of the recommended citizen participation program will be evaluated by the County, Township, and Borough during the consultant selection process.

All meetings, interviews and briefings shall be arranged in consultation with the Adams County Office of Planning and Development. The Director of Planning and Development may, at his discretion, attend or assign staff to attend briefings and interviews. The Office of Planning and Development will notify all steering committee members of meetings, arrange for publicity regarding community meetings, and attend the community and steering committee meetings with the consultant.

ADAMS COUNTY IN-KIND SERVICE

In order to maximize the use of grant funds used to pay for consultant-generated work, Adams County, through the Adams County Office of Planning and Development, will provide in-kind contributions to this project. In addition to performing project administrative functions, Adams County will provide the following minimum assistance:

1. **Data Collection:** The County will conduct a land use survey of the six municipalities. If needed, the County can also collect traffic counts and other “fieldwork” data upon agreement between the County and the selected consultant.

2. **Project Mapping:** The County will provide basic mapping capability through the use of its Geographic Information System. Features to be mapped will include, at a minimum, land use data (resulting from the land use survey) and natural features (streams, floodplains, wetlands, slopes, soils, etc.). Additional basic mapping functions may be performed by Adams County based on agreement between Adams County and the selected consultant.

3. Citizen Participation: The County will assist the selected consultant with all aspects of the citizen participation program. At a minimum, this will include coordinating consultant activities with the required Steering Committee and thorough participation in Steering Committee meetings. Other County assistance will depend on the components of the citizen participation program agreed to by the County and Consultant. For example, if a citizen survey is proposed, the County could assist in survey form development, survey form mailing, and receipt of completed forms.
4. Quality Control Review: The County will review all products and materials prepared by the selected consultant for quality control purposes. These reviews will occur prior to the distribution of materials to the project Steering Committee or other entities during the planning process.
5. Other: The County may provide additional assistance based on negotiated agreement between the County and selected consultant.

PROPOSAL FORMAT

Written proposals must, at a minimum, include the information set forth as follows (if a firm "combines" with others, or if a firm submits a proposal on the basis of a "team leader firm," the term "firm," as used in the proposal, shall apply to the primary consultant and all subcontractors to the primary consultant):

1. A written "Statement of Intent" must be submitted. The "statement" must clearly demonstrate that your firm understands the scope and intent of the Eastern Adams Joint Comprehensive Plan.
2. A description of the qualifications of your firm, and any other firms with which you will associate, to prepare the Eastern Adams Joint Comprehensive Plan, or any of the functional components described in this RFP.
3. A list of counties, municipalities, authorities, or other agencies, for which your firm, as well as any other firm with which you will associate, has successfully completed comprehensive planning projects. For each citation, please identify the project that was completed and provide the name and phone number of a contact person who would be familiar with your work.
4. A list of the specific personnel to be assigned to the project, along with a specific description of the relevant qualifications of each person, including, when applicable, management experience on similar community planning projects.
5. A written "Work Program" that, at a minimum, includes the following:
 - A. A commitment to review the Adams County Comprehensive Plan, particularly in the context of recent amendments to the Pennsylvania

Municipalities Planning Code which address achieving general consistency between county plans, municipal plans, and municipal ordinances.

B. An identification of the kinds of data and sources of information that will be used to address the specific plan components outlined in the Scope of Services section of this RFP.

C. An identification and discussion of the citizen participation components of the planning process.

D. The methodologies which will be used to collect, compare, and evaluate information that will be needed to develop recommendations for the Eastern Adams Joint Comprehensive Plan, with particular emphasis given to addressing the specific plan components outlined in the Scope of Services section of this RFP.

E. A flow chart, and accompanying text, must be submitted which describes and delineates each phase of the proposed Plan, and the time required to execute each phase. Particular attention shall be paid to those work components specifically identified in the Scope of Services section of this RFP. Also, critical meetings, the need to review draft documents, and the need for important decisions, interviews, and meetings must be identified in the context of the flowchart and supporting materials.

F. A description of all interim (working Papers, drafts) and final "products" that will be developed.

6. A detailed budget for the project which must include an hourly rate schedule for all assigned personnel, an indication of the number of hours that assigned personnel would spend on each phase of the project in which they will participate, a cost allocation schedule among the primary consultant and any sub-consultants, if applicable, figures for non-labor costs, including, but not limited to travel, computer related expenses, postage, graphics, and printing must all be included. Where a proposal includes costs for travel, meals, or lodging, reimbursement for such expenses must be at or below state reimbursement rates. In addition, a "not to exceed" figure for all work must be provided. For certain items specified in this RFP, and others identified by your firm, "add-alternate" quotes may be provided, or alternative or optional planning concepts may be suggested along with an explanation as to why such alternative or optional concepts would further the development of the Eastern Adams Joint Comprehensive Plan.

7. A certification that the firm(s) is(are) not suspended or debarred by the Commonwealth of Pennsylvania or the federal government from performing work to be compensated for, in whole or in part, with Commonwealth or federal funds. This certification is required to demonstrate compliance with the State Contractor Responsibility Program.

VENDOR RESPONSIBILITIES - COUNTY RESPONSIBILITIES

1. Vendor Responsibilities

A. Except where modifications are agreed upon in writing by Adams County, the Townships, the Boroughs, and the Consultant, the selected consultant must perform all responsibilities and complete all work described in the RFP.

B. The Consultant must provide Adams County with written progress reports on a bimonthly basis.

C. The selected consultant, and any associated firms, must comply with all applicable State and Federal regulations, including, but not limited to, all anti-discrimination requirements.

D. If any "key personnel" assigned to the Eastern Adams Joint Comprehensive Plan by the selected Consultant or by a sub-consultant should resign or otherwise terminate employment, the selected consultant is hereby required to immediately notify the Adams County Office of Planning and Development and the project steering committee of such action. The Selected Consultant hereby agrees to discuss with Adams County and the project steering committee its plan to replace such staff with a person of comparable qualifications. The project steering committee shall be afforded the opportunity to discuss the qualifications and experience of the replacement staff person with the management of the selected firm prior to the assignment of such staff person to the project.

E. The Consultant must provide Adams County with one (1) copy of all working papers and meeting handouts at least ten (10) working days prior to the scheduled distribution of said material to the project steering committee or other entities involved in the planning process. Where the County requires edits to the materials prior to their distribution, the Consultant shall revise the working papers and/or meeting handouts and provide them to the County at least three (3) days prior to the schedule distribution date.

F. The Consultant must provide Adams County with one (1) camera ready copy of the Final Plan Document, including graphics. In addition, twelve (12) copies of the Final Plan must be provided to Adams County. Also, any computer generated files, including Geographic Information System (GIS) coverages, spreadsheets, etc., prepared in conjunction with the project must be provided, in a format acceptable to Adams County, at the completion of the project. One copy of the Final Plan Document (with any maps, charts, and graphs) must be provided on CD as both individual application and Adobe Acrobat files.

G. The Consultant shall avoid "boilerplate" approaches to problem solving.

2. Adams County Responsibilities

A. The County shall select the successful consultant without regard to race, color, sex, age, religion, political or social affiliations, handicap, ancestry, or national origin. The County shall include this non-discrimination clause in all subcontracts associated with this project such that the provision of such clause will be binding on the subcontractor. All Federal and State regulations pertinent to the Federal Community Development Block Grant (CDBG) Program must be adhered to.

B. The Townships and Boroughs will jointly appoint persons to the project steering committee. The County will arrange for meeting places and forward meeting notifications to members. The County will forward all working papers and meeting handouts to the project steering committee members immediately upon receipt from the consultant.

C. County Staff will perform quality control review of all working papers, meeting handouts, and/or draft sections of the comprehensive plan document upon receipt of such documents from the Consultant. This review is intended to ensure that the work produced in accordance with this RFP and subsequent contract with the selected consultant achieves general consistency with the Adams County Comprehensive Plan and related documents, addresses the required elements of the Scope of Services for the Eastern Adams Joint Comprehensive Plan, and achieves a high level of consistency with accepted professional planning principals and practices.

D. County Staff will make all reports, information, and relevant documents available to the Consultant, and County Staff will attend meetings of the steering committee and initial information gathering meetings. County Staff will also provide a substantial level of "in-kind" service, as indicated in "Scope of Services" section of this RFP.

E. The Adams County Office of Planning and Development will process payments to the Consultant. The primary consultant will be responsible for paying subconsultants. Payments will be made upon the submission of monthly invoices. Except for a final payment request, invoices for less than \$2,000 will not be accepted since Community Development Block Grant funds comprise a substantial portion of the project budget. Since these funds must be "drawn down" from the Pennsylvania Department of Community and Economic Development, the consultant should expect at least a thirty (30) day processing period between the submission of an invoice and the receipt of a payment. The County shall reserve the right to withhold payment for invoiced work that has been deemed by the County of the project steering committee to have not been completed.

MISCELLANEOUS PROPOSAL SUBMISSION CONDITIONS:

1. Unless specifically prohibited by the bidder, Adams County and the municipalities have the right to disclose information contained in the proposals.
2. Following submission, all proposals become the joint property of Adams County and the municipalities.
3. Certification of adequate and appropriate liability insurance must be provided.
4. Consultants must include a proposed "contract document" with proposals. Adams County may, at its discretion, use alternate contract documents.