

DRAFT RFP & SCOPE OF WORK
Joint County Comprehensive Plan & Long Range Transportation Plan
Lackawanna and Luzerne Counties, Pennsylvania

Request For Proposals Advertisement:

The Boards of Commissioners, the Counties of Lackawanna and Luzerne, located in northeastern Pennsylvania, are seeking a team of consultants to develop a visionary, innovative Bi-County Comprehensive Plan. The Counties are interested in developing a comprehensive plan that will guide planned growth, open space preservation, effective land-use and transportation planning, economic development, and water resource protection for the future.

Interested firms are invited to send 1 original proposal and 5 copies to Adrian Merolli, Executive Director, Luzerne County Planning Commission, Luzerne County Courthouse, 200 N. River Street, Wilkes-Barre, PA 18711. If proposals are to be sent by means other than the postal service, proposals should be delivered to the Penn Place Building, 20 N. Pennsylvania Avenue, Wilkes-Barre, PA 18711, Suite 208.

All proposals must be received by September 29, 2006 by 3:00 PM. The detailed Scope of Study/RFP can be acquired via the following web sites:

Luzerne County - www.luzernecounty.org

Lackawanna County – www.lackawannacounty.org

American Planning Association - www.planning.org

Pennsylvania Planning Association - www.planningpa.org

The Scope of Work can also be accessed via e-mail. Contact Adrian Merolli or Nancy Snee at 570-825-1560 or Glenn Pellino at 570-963-6830 to receive a copy via e-mail.

PART I

A. Background and Project Intent

Luzerne and Lackawanna Counties have a history of working together on transportation planning issues. The two counties make up the Metropolitan Planning Organization (MPO) for the area and have prepared many transportation plans in tandem. The Counties have also worked together in pioneering the first Bi-County Open Space Plan in the Commonwealth which was adopted in 2004. Similarly, the two Counties are now interested in preparing an innovative, creative Bi-County Comprehensive Plan that will guide them, and the 116 local municipalities that comprise the two counties, toward planned growth that promotes economic growth while preserving farmland, open space, and water resources, and investigate opportunities to advance the eco-tourism in the region.

The plan will also include an update of the 2007 Interim Lackawanna/Luzerne MPO Long Range Transportation Plan as required by the Federal Highway Administration (FHWA) and the Pennsylvania Department of Transportation (PennDOT).

The Plan must meet all *Pennsylvania Municipal Planning Code* (MPC) requirements as well as all other state and federal rules and regulations, including the Safe, Accessible, Flexible, Efficient Transportation Equity Act-Legacy for Users (SAFETEA-LU), but the Counties would prefer that the consultant use, as much as possible, existing demographic data and other information required by the Pennsylvania MPC that is easily accessible from sources like the Bi-County Open Space Plan and other existing regional plans. They are interested in minimizing the data collection efforts to prevent the development of a demographic-laden plan. Rather, they are interested in a readable document that can be easily understood by the general citizenry.

B. Specific Interests and Issues to Be Addressed:

In addition to abiding by the basic tenets of the Pennsylvania MPC and all other applicable laws, the Counties would like the comprehensive plan to emphasize the following points of interest:

1. Promote sustainable development measures that will utilize green-friendly, aesthetically-pleasing design standards;
2. Be a relevant, readable visioning guide for both counties and local governments;
3. Contain incentives for local governments to buy into the plan;
4. Emphasize practical means of marketing and implementing the plan;
5. Create a consensus-building atmosphere among municipalities that will aid in plan preparation and implementation;
6. Update and further implement the Bi-County Open Space Plan;
7. Use existing, on-going, or planned multi-regional plans as a basis or component e.g., the Back Mountain Regional Comprehensive Plan, the Bi-County Open Space Plan, and the Scranton Abington Planning Association (SAPA) ;
8. Use existing commissions/committees as a vehicle for informing the public and interested stakeholders about the plan and getting them involved in the planning process and implementation phase;
9. Include a Water Resources Management Plan that will accomplish the following tasks: identify and thoroughly analyze water resource management issues and management concerns; provide a detailed description of the hydrologic environment and summary of existing water resources; assist municipal governments in developing and evaluating alternative actions (i.e. project statements), as appropriate, concerning the issues and; select a preferred course of action;

10. Involve all interested parties, such as the chambers of commerce, municipalities, appropriate state department personnel, regional planning/development groups, general public, et al in the planning process;
11. Use recommendations of the current Brookings Institute Report, *Back To Prosperity* and the update currently underway, as a guide for sustainable development;
12. Develop ways to revitalize brownfields/grayfields as a means of slowing/managing urban sprawl.
13. Support revitalization of downtown area and core communities, and address regional growth that will promote strong economic development and identify potential growth areas.

C. Zoning and Subdivision/Land Development Ordinances

Luzerne County:

The Luzerne County Planning Commission (LCPC) wants the consultant to develop new Zoning and Subdivision/Land Development Ordinances using the Conservation by Design concepts and techniques. In addition to developing new ordinances, the LCPC wants the consultant to devise practical marketing techniques that will provide incentives for municipalities to come under the new County ordinances and/or encourage them to form multi-municipal planning jurisdictions.

Lackawanna County:

Lackawanna County does not administer Zoning or Subdivision/Land Development Ordinances, but the Lackawanna County Regional Planning Commission (LCRPC) wants the consultant to develop model Zoning and Subdivision/Land Development ordinances that municipalities could use to promote more sustainable development and encourage multi-municipal regional planning.

D. Long-Range Transportation Plan:

For the Long Range Transportation Plan section of the plan, the consultant should follow PennDOT's *Developing Regional Long-Range Plans* which can be accessed at the following link:

<ftp://ftp.dot.state.pa.us/public/Bureaus/Cpdm/FinalLRTPGuide.pdf>

The Counties would also like to emphasize the following overall goal and accompanying points of interest:

OVERALL GOAL: Develop, maintain, and manage an adequate, safe, accessible, and environmentally-sound transportation system to provide for the efficient movement of people and goods within and through Luzerne and Lackawanna Counties.

1. Improve safety and reduce the number of accidents on I-81 on the 30 mile stretch of the interstate between Exit 164 (Nanticoke) and Exit 194 (Clarks Summit); work with Focus 81 Committee, District 4-0, and the Pennsylvania State Police (PSP) to accomplish goal.
2. Integrate Land Use and Transportation Planning; use Bi-County Open Space Plan and B-County Comprehensive Plan to help promote this practice.
3. Improve Project Completion Time Through Right-Sizing Efforts; work with PennDOT, developers, project sponsors, and the public to build only the essential aspects of projects.
4. Implement the Intelligent Transportation System (ITS) Plan.
5. Support and maintain aviation, transit, rail freight and passenger rail facilities and projects as well as bicycle/pedestrian facilities and projects.
6. Support Transportation Enhancement/Home Town Streets/Safe Routes To School (TE/HTS/SRTS) project implementation; use these projects to help revitalize downtowns and/or core communities.
7. Protect the Environment and Conserve Energy; sue the Congestion Management System (CMS); support alternative energy modes to reduce Single-Occupant Vehicle (SOV) use; promote Park N-Ride facilities.

E. Administration and Meeting Schedule:

Intent and Meeting Schedule: The direction and content of the Bi-County Comprehensive Plan will be based upon the interests and desires of the Counties and the input from a Steering Committee comprised of representatives from some of the local governments in each county and other interested stakeholders. The Steering Committee will meet regularly for work sessions throughout out the plan preparation.

Meetings for the general public will be held in both counties. There will be two (2) such meetings held in Luzerne County, one in the Greater Wilkes-Barre Area and one in the Greater Hazleton Area. Three (3) public meetings will be held in Lackawanna County, one in the Carbondale/Mid-Valley area, one in the Scranton/Abingtons area, and one in the North Pocono area. The public meetings will coincide with the following project phases:

1. Visioning session held prior to plan preparation (following completion of inventory gathering)
2. Following development of initial alternatives or scenarios
3. Review of final draft prior to adoption

County Participation: The planning staffs of the Luzerne County Planning Commission, GIS Department and Engineering Department, the Lackawanna County Regional Planning Commission, and the Lackawanna County Council of Economic and Community Development will provide project management assistance and technical expertise toward the preparation and implementation of the plan.

PART II: QUALIFICATIONS AND SELECTION PROCESS

A. Consultant Qualifications:

The selected consultant shall provide a multi-disciplinary team of experienced professionals with previous experience in developing Comprehensive and Long-Range Transportation Plans who understand the requirements of the Pennsylvania Municipal Planning Code and SAFETEA-LU.

The project manager must be a planning professional with experience working with state, county, and municipal governments and attending rules and regulations in Pennsylvania. The project manager should have an advanced degree in a planning-related field and be certified by the American Institute of Certified Planners.

The multi-disciplinary planning team must include planners with experience in urban planning, transportation planning, engineering, landscape architecture, and GIS. The team must also include experienced professionals in public involvement and outreach techniques who will be able to translate technical concepts to the general public, and professional planners who are well versed in Title VI and Environmental Justice regulations and outreach techniques. In addition, the team should include a professional who is adept at facilitating meetings and building consensus among diverse interest groups throughout the two counties.

B Contacts :

Any questions or comments can be directed to one of the following members of the Core Planning Committee (CPC):

1. Adrian Merolli at 570-825-1560 or Adrian.Merolli@luzernecounty.org
2. Nancy Snee at 570-825-1564 or Nancy.Snee@luzernecounty.org
3. Glenn Pellino at 570-963-6830 or PellinoG@lackawannacounty.org
4. Marisa Bevilacqua at 570-963-6830 or bevilacquam@lackawannacounty.org
5. Steve Pitoniak at 570-963-6400 or PitoniakS@lackawannacounty.org
6. Mary Liz Donato at 570-963-6400 or donatoml@lackawannacounty.org

C. Evaluation and Selection Process:

The selection process will commence following the proposal deadline date. The CPC will review all submissions and produce a short list of prospective consultants. A selection committee (SC) consisting of representatives from each county will review the recommended proposals made by the CPC and make the final proposal selection. If necessary, the contract and Scope of Work of the selected consultant team will be finalized through negotiation with Luzerne County Planning Commission, the contracting county.

All respondents will be notified in a timely manner about the results of the selection process. Respondents are strongly recommended to prepare a concise technical proposal and avoid unnecessary information.

D. Project Timeline

The consulting firm should demonstrate the ability to complete the project within a 24-month period commencing when work actually starts.

E. Submission Requirements:

Two (2) copies of the technical and cost proposals are to be submitted to the Luzerne County Planning Commission, the Lackawanna County Council of Economic and Community Planning and the Lackawanna County Regional Planning Commission. The consultant will submit bound proposals and one PDF copy on CD. All proposals must be in written form and at a minimum include the following:

1. **Cover Letter:** The cover letter shall provide a description of the consulting firm, its planning team, and the location of the office in which the work on the plan will be conducted. The letter shall briefly state that the consultant understands the services to be provided, and verify the ability of the firm to undertake and complete the plan. The letter shall name the individual who will serve as the primary contact for matters relating to the proposal, and shall be signed by the individual authorized to commit the firm to the project.
2. **Executive Summary:** The Executive Summary shall contain an overview of the ability and qualifications of the planning team to do the project, and shall be no longer than five (5) pages.
3. **Project Understanding:** A written *Statement of Project Understanding* must be submitted to clearly demonstrate that the consultant understands the scope and intent of the project, and has a solid grasp of the Pennsylvania Municipal Planning Codes requirements, SAFETEA-LU provisions, the *PennDOT Guide on Long-Range Transportation Plans*, and all other applicable state and federal rules and regulations.

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4. **Experience and Qualifications:** A discussion of the experience and qualifications of the consultant and any sub-contractors needed to complete the project.
5. **Project Personnel:** A list of key project personnel for the consultant and any sub-contractors. The section shall contain the names of key personnel proposed to work on this project along with a description of their experience and qualifications to perform the tasks to which they will be assigned. An organizational chart showing team members, their responsibilities, and line of communications shall be included in this section. Resumes for key personnel shall be included.
6. **Project References:** A list of similar projects currently underway and those successfully completed by the consultant and any sub-contractor(s) within the last five (5) years. Each project reference shall identify the project by name and include the client's name, point of contact, telephone number. It will describe the services provided and include the estimated or actual date completed.
7. **Work Program:** A written work program that presents the consultant's technical approach to the project requirements and the techniques and methodologies to be used to complete the Scope of Services.
8. **Project Schedule:** The consultant shall provide a project schedule identifying the anticipated duration and relationship of tasks identified in the Scope of Services, highlighting interim and project completion milestones.
9. **Cost:** The consultant shall provide a not-to-exceed lump sum fee for professional services required to complete the Scope of Work outlined in the RFP. The consultant shall provide a detailed budget breakdown of the lump sum cost by project task, and a summary of non-labor costs and reimbursable expenses. The consultant shall provide an hourly rate of all personnel involved in the preparation of the project and shall bill the Counties at actual cost. The consultant shall also give a timeframe in which the stated cost will be valid. This cost proposal must be in a separate sealed envelope and clearly identified as the cost proposal.

The cost proposal will also include expenses regarding preparation and copying for the following work products: bound copy of the Comprehensive Plan, a stand-alone version of the Long Range Transportation Plan, CD/DVD of both, a PowerPoint Presentation on CD, and an Executive Summary brochure. Luzerne County will need approximately 125 copies of the draft plan and about 200 copies of the final plan and associated products. Lackawanna County will need the same amounts of the draft and final plans.

TERMS AND CONDITIONS

1. The RFP is not subject to a competitive bidding process, and any contract entered into as a result of any proposal will not be based on the concept of lowest responsible bidder. Selection will be based on qualifications and the quality of the response to this RFP.
2. The Counties have the right to reject any and all proposals, waive any irregularities, re-issue all or part of this RFP and award any contract at their discretion and without penalty.
3. Soliciting proposals and granting exclusive negotiation rights do not commit the Counties to accepting any terms of any proposal. Final terms of agreement will be determined by direct negotiation.
4. Negotiations may be suspended or terminated at any time it is determined that additional negotiations would be futile.
5. Submission of a proposal constitutes express acceptance of all provisions of the RFP, including any addenda.
6. If it becomes necessary to revise any part of the RFP, an amendment will be issued to all prospective consultants who requested or otherwise received a copy of the RFP and provided contact information.
7. The selected consultant, and any sub-contractor(s), must comply with all applicable state and federal regulations, including but not limited to, all anti-discrimination requirements.
8. Respondents to this RFP are encouraged to include business enterprises owned by qualified minority, women, and disadvantaged firms.
9. If the selected consultant wishes to replace key team personnel assigned to the project, the selected consultant will notify the contract executor, Adrian Merolli, Luzerne County Planning Commission, of such action and come to an agreement with the Counties before such action.
10. All materials submitted become the property of the Counties of Luzerne and Lackawanna.
11. Neither Luzerne County nor Lackawanna County shall be liable for any costs incurred by a prospective consultant and any sub-contractor(s) in responding to the RFP.

