

REQUEST FOR PROPOSAL (RFP)

"Borough of Hollidaysburg Comprehensive Plan Update 2020"

INSTRUCTIONS TO APPLICANTS:

1. **General Purpose**

The Borough Council of Hollidaysburg intends to engage a qualified land use planning consultant to assist the Staff and Planning Commission to update its existing Comprehensive Plan. The updates should incorporate, where applicable, current planning tools to foster distinctive, attractive development with a strong sense of place that will yield the best contemporary planning for undeveloped portions of the Borough, Re-Urbanism principles for re-adaptive land uses preserving the character and appeal of the Historic District, corridor planning, and multi-modal connectivity approaches tied to an Official Map . The timeframe for the completion of this project is twelve (12) months from the award of a contract to a qualified land use planning consultant as further described in this Request for Proposal.

The Borough employs a limited planning Staff familiar with the successes and challenges of the Borough as developed to date. The Borough is also assisted by its engineering consultant Stiffler McGraw which is well-versed in the infrastructure and traffic issues appropriate for consideration in this Comprehensive Plan effort. The Borough Council expects the planning process to rely on the experience of the Staff, its Planning Commission and the Borough Engineer and envisions the Planning Consultant as an integral part of this team.

A general outline of consultant tasks in this team context is provided on the attached "Contemplated Comprehensive Plan Tasks" list.

In addition to the noted tasks, the Planning Consultant shall define and monitor the process to complete the Comprehensive Plan Update, and shall be primarily responsible for the assembly of the Comprehensive Plan for publishing.

2. **Background**

Hollidaysburg is a borough and the county seat of Blair County, Pennsylvania. It is located along the Juniata River, 5 miles south of Altoona and is part of the Altoona, Pennsylvania, Metropolitan Statistical Area. The Borough is bordered on the south and western edges by Blair Township, on the east by Frankstown Township, and on the north by Frankstown and Allegheny Townships. The Borough encompasses approximately 2.4 square miles and is home to approximately 5,800 people. The Borough is connected directly to nearby urban areas (Altoona, State College, Johnstown, and Pittsburgh) by State roadways which include U.S. 22 and State Route 36 which traverse the Borough and nearby Interstate 99.

Hollidaysburg industrious development was fueled by the canal and railroad in the 1830's with industrial, commercial and rail transportation land uses evident today along the Rte. 22 and railroad corridors. The borough's downtown, government buildings, and mixed use buildings of business, commercial and residential make up the roughly 400 structures of the Historic District centered on Allegheny Street. Single family is predominant north and east of the Historic District in grid block development. Only a couple large tract remain undeveloped on the outlying borough fringe. A limestone pillar geologic rock formation found in Chimney Rocks Park defining the southern edge of the borough provides a dramatic panoramic view of the Borough and its surrounding area.

3. Plan Submission Format and Scope of Professional Services

The plan will be prepared in accordance with the criteria of the Pennsylvania Municipalities Planning Code, as amended.

4. RFP Submission Requirements

- a. Deadline for submission – April 8, 2020, at 3:00 p.m.;
- b. Number of copies of the RFP – 15;
- c. Brief responses shall be provided for Items a. through and including m. in following Part 5.

5. Contents of Proposal

The proposal shall include the following minimum items:

- a. Name of consulting firm;
- b. Name of principals of the consulting firm;
- c. Name of the project manager;
- d. A statement indicating that the scope of services is workable and that it will achieve the purpose of the project. Or alternatively, a statement may be provided indicating the consultant's work program to achieve the purpose of the project;
- e. The earliest date that the consultant will be available to start the work;
- f. A project schedule indicating the number of months to completion of a first draft Comprehensive Plan;
- g. A statement from the consultant indicating its availability to meet the staff;
- h. Names and the estimated number of man-hours of all individuals who will work on the project;

- i. The consulting fee, including an interim payment schedule associated with suggested project milestones. Said fee shall include all costs relevant to, including but not necessarily limited, the planning, preparation, and delivery of the Plan and all of its elements;
- j. The expected number of meetings with the Borough staff, Planning Commission, and Borough Council, as well as necessary public meetings and hearings including a distinct fee for such. This fee shall also include all necessary copies of information needed in support of the meetings;
- k. The experience of the consultant in comprehensive planning and zoning;
- l. Resumes of the project manager and other team members;
- m. Company brochure.

6. Publication/Deliverable Requirements

- a. Thirty copies of the first draft Comprehensive Plan update;
- b. Thirty copies of the final draft Comprehensive Plan Update;
- c. Fifty copies each of the published Comprehensive Plan Update;
- d. One compact disk and one flash drive with data in Adobe Acrobat format (.pdf) as well as Microsoft Word (.doc) format of the published Comprehensive Plan and its exhibits;
- e. Fifty extra copies of each map or color chart that is produced as part of the Comprehensive Plan;
- f. One Mylar tracing of the original of each wall map or large plans that are produced as a part of the project.

7. Background

The consultant fee shall be on a time and expense basis with a not-to-exceed cap specified and is to include the cost of the firm's professional services to complete the project, including the cost of sub-contractors that the consultant shall need to complete the work described in the consultant's proposal and the cost of publication as described above. Said fee shall include all expenses including but not limited to travel, reproduction cost, etc. All consultant proposals shall be valid for a minimum of 90 days from the deadline submission. The consultant shall include, at a minimum, the cost of at least ten formal meetings in the fee: six progress meetings, three meetings with the Borough Council and one public hearing.

8. **Contract Award Process**

Any consultants/firms submitting a proposal may be required to provide additional detailed information. The most qualified consultants/firms will be interviewed by the Borough Council. The award of a contract will be at the sole discretion of the Borough Council.

To be considered qualified, consultants/firms should demonstrate the following expertise:

- a. Comprehensive Plan preparation and modification;
- b. Significant experience in development of Corridor Land Use Plans, Historic Districts, Comprehensive Plans, and the processes therewith;
- c. Experience with development of and effective implementation of "Smart Growth" principles as recommended by recognized advocates of such;
- d. Documented ability to facilitate consensus-building with local citizens, property owners, and elected officials using a rapid and efficient process including but not limited to "Community Visioning";
- e. Demonstrated depth of knowledge and experience in developing site guidelines and architectural design guidelines for various land uses;
- f. Experience and knowledge in developing and incorporating potential economic development programs to assist in implementing above.

Note: The above tasks are intended to show what the Borough of Hollidaysburg Comprehensive Plan Update 2020 could consist of and what type of elements may be required. By no means is the above an outline of how the project must be formulated. Further, the Borough of Hollidaysburg Comprehensive Plan Update final product must be prepared and found to be consistent with the Pennsylvania Municipalities Planning Code, as amended and any other relevant legal criteria under local, state, and federal law.

Borough of Hollidaysburg
Contemplated Comprehensive Plan Tasks

<u>Tasks</u>	<u>Planning Consultant</u>	<u>Staff/SM</u>
Background Studies		
Environmental/Cultural Constraints and Opportunities		Shared
Existing Land Use (Within and Surrounding Borough)		X
Land Development Regulations and Prior Comprehensive Plan		Shared
Demographic and Economic Profiles	X	
Housing Conditions and Affordability	X	
Existing Recreation and Open Space Facilities		X
Existing Circulation System		Shared
Community Facilities		X
Economic Development Incentives		Shared
Draft Plan Element	X	
Community Development Objective; Goals and Objectives; Visioning	X	
Natural and Historic Features Plan		
Identify Threatened Resources		X
Recommended Preservation Techniques	X	
Opportunities for Green Corridors and Bike Trails	X	
Guidelines for Best Practices	X	
Draft Plan Element	X	

<u>Tasks</u>	<u>Planning Consultant</u>	<u>Staff/SM</u>
Land Use Plan Including Investigation of Innovative Planning Techniques		
Tradition Neighborhood Developments	X	
Preservation of Historic District & Structures		Shared
Mixed Use Opportunities	X	
Cluster Development Techniques	X	
Architectural Design, Signage, and Landscape Standards		Shared
Corridor Assessments	X	
Compatibility with Contiguous Municipalities		Shared
Draft Plan Element	X	
House Plan		
Mix of Housing Types and Densities	X	
Affordability Issues	X	
Code Comprehensive Issues	X	
Draft Plan Element	X	
Circulation Plan		
Identify Existing Problems		X
Opportunities for Bypass of Congested Areas; Missing Links		X
Coordination with PENNDOT		X
Vehicular Circulation Plan	Shared	
Pedestrian Circulation Plan		Shared
Bicycle Circulation Plan		Shared
Draft Plan Element	X	
Recreation and Open Space		
Determine Unmet Needs	X	
Identify Underserved Neighborhoods	X	
Discuss Merits of Neighborhood vs. Community Scale Parks		Shared
Cooperation with School District		Shared
Draft Plan Element	X	

<u>Tasks</u>	<u>Planning Consultant</u>	<u>Staff/TPC</u>
Community Facilities Plan		
Administration		Shared
Public Safety		Shared
Library		Shared
Schools		Shared
Draft Plan Element	X	
Utility Plan		X
Sewer		X
Water		X
Refuge Collection and Disposal		X
Draft Plan Element	X	
Agricultural Preservation Plan (If Applicable)		Shared
Implementation Recommendations		
Land Use Regulations	X	
Zoning Map Amendments	X	
Subdivision and Land Development Amendments	X	
Capital Improvements Programming and Budgeting		Shared
Conclusions; Prepare Draft Plan	X	
Adoption of Final Plan		Shared