

Implementable Comprehensive Plan
Request for Proposal

WEST MANHEIM TOWNSHIP

Hanover, PA

Responses Due by: October 5, 2022

I. PURPOSE AND INTENT

Through this Request for Proposal (RFP) West Manheim Township (hereinafter "Township") seeks proposals from qualified consultants to provide professional services to develop an implementable comprehensive plan update guided by the planning principles and objectives currently being promoted by the Pennsylvania Department of Community and Economic Development (DCED). The consultant to be hired will provide the full range of planning services necessary to undertake the comprehensive plan.

PA DCED's Implementable Comprehensive Plan Approach: In 2012, the Pennsylvania Department of Economic and Community Development (PA DCED) released a comprehensive workbook and reference guide for creating an implementable comprehensive plan. (*Workbook – Creating an Implementable Comprehensive Plan, PA DCED, 2012*). This workbook can be accessed here: <http://alleghenyplaces.com/pdf/CreatingAnImplementableCompPlanWorkbook.pdf>

II. BACKGROUND INFORMATION

West Manheim Township is located in southwestern York County and was founded in 1858. It is approximately 19.6 square miles and had a 2020 population of 9,072. Geographically, the Township is the southwest corner of York County. Penn, Heidelberg, and Manheim Townships border West Manheim in the north, northeast, and east, respectively. Conewago Township, Adams County lies west of West Manheim and Carroll County, Maryland lies to the south. West Manheim's landscapes are diverse, ranging from suburban-residential and commercial to agricultural and open space areas. Balancing the needs of each of these landscapes is, and will continue to be, an important challenge for any future planning efforts.

The 2004-Comprehensive Plan stated that, "It is paramount that this plan accommodates new growth while maintaining its natural, cultural, and economic resources and the excellent quality of life to which its residents have become accustomed. With the proper planning, West Manheim Township can remain an excellent place to live, work, and recreate for future generations to enjoy." This goal still resonates today, especially given the development pressures being faced by the Township.

According to the 1960 census, the Township's first, the population was approximately 1,265. This figure had increased over three and half times by 1990, to 4,590. Growth during the 1990's was slower, at 6% according to the 2000 US Census.

Post 2000, development and growth pressures coming from the south and west began increasing significantly. The Township experienced a 60% increase in population between 2000 and 2010; jumping from 4,865 people in 2000 to 7,744 in 2010. Growth has continued and the Township logged another population increase of 17%, expanding to 9,072 individuals, according to the 2020 US Census.

Due to the increase in population within the Township and the subsequent increase in impervious area the Township has also been recently (January, 2021) identified, by the PA DEP, as a small MS4 Community.

a. Project Summary

West Manheim Township's Comprehensive Plan, initially published in 2004 and last updated in 2009, followed the more traditional format of comprehensive planning techniques. Township officials realize that the Comprehensive Plan Update must be implementable and focused on the priorities of the community rather than a "one-size" fits all format of traditional comprehensive planning.

To this end, Township officials will be seeking a consultant or consultant team that can assist the Steering Committee in creating an Implementable Comprehensive Plan Update that not only focuses on the priority listed above but will allow implementation to start during the planning process. In addition, the planning process must also contemplate how to build capacity within the Township in order to move the community towards achieving their goals.

The Township seeks creative ideas and workable solutions and is interested in setting priorities and focusing its finances and requests for outside help on a series of strategic initiatives and projects identified in the subsequent plan.

b. Links and Resources

- i. West Manheim Township Website - <https://westmanheimtwp.com/>
- ii. West Manheim Township Ordinances - <https://ecode360.com/WE3200>

- iii. 2004 West Manheim Township Comprehensive Plan - <https://westmanheimtwp.com/departments/zoning-map/comprehensive-plan/>
- iv. West Manheim Township 2022 Zoning Ordinance Amendment – In Progress
- v. West Manheim Township Facebook Page - <https://www.facebook.com/westmanheimtwp>
- vi. Southwestern School District - <https://www.swsd.k12.pa.us/>
- vii. York County Planning Commission – Comprehensive Plan Components - <https://www.ycpc.org/198/Reports-Documents>
- viii. York County Economic Alliance - <https://www.yceapa.org/>
- ix. “Rethinking Comprehensive Plans”, DCED Center for Local Government Services, Denny Puko, Planner - <https://planningpa.org/wp-content/uploads/G2.-Implementable-Comprehensive-Plan-Article.pdf>
- x. Workbook: Creating an Implementable Comprehensive Plan - <http://alleghenyplaces.com/pdf/CreatingAnImplementableCompPlanWorkbook.pdf>

III. SCOPE OF WORK

The consultant or consulting team will provide the planning services necessary for the completion of an implementable comprehensive plan update for West Manheim Township. The following sections describe the scope of work and specific deliverables. The consultant/consulting team may submit suggestions on how the scope of work can be enhanced and/or amended, plus additional details of approach, methods, etc. for carrying out the project.

A. Public Engagement & Promotion

The proposed planning process shall be guided by a public participation process that will provide a forum for open discussion of focus areas and will serve as a public education tool. The consultant shall develop a strategy for public engagement that utilizes several different modes for communicating opportunities for information gathering and involvement throughout the update process.

B. Focus Areas

The plan should define the focus areas identified during the Public Engagement & Promotion process. It is anticipated that at a minimum, the likely focus areas will relate to: Transportation, Agriculture & Open Space Preservation, and Economic Development.

Focus areas should not be limited to those listed and should address issues and opportunities that arise during the planning process including those that arise from the public engagement program.

The following is a list of the goals identified in the 2004 Comprehensive Plan, it is expected that the identified priorities will more than likely relate back to one or more of these goals:

- To ensure that existing and future populations are afforded a high level of public services.
- Stimulate more investment of private funds in the rehabilitation and reuse of existing properties and in the responsible development of vacant land within the growth area.
- Slow the amount of housing development occurring within the Township while maintaining safe and affordable housing opportunities for all age and income groups
- Protect the special rural character of the Township while providing appropriate areas for non-residential growth to occur.
- Coordinate planning efforts within the Township to be consistent with the comprehensive plan and work together with adjacent municipalities and York County to address regional goals and needs.
- Ensure the important resources and features of the Township are preserved and enhanced.
- Preserve, maintain, and enhance the existing rural character of West Manheim Township.
- Promote and support a transportation infrastructure that will facilitate the movement of traffic, bicycles, and pedestrians through and within West Manheim Township.

C. Information and Analysis:

Informational updates and change analyses must be conducted for foundational elements of the comprehensive plan that would have changed over the years, such as:

- a. 2004 & 2009 Comprehensive Plan Audit - The intent of the audit is to identify remaining opportunities for prioritization and implementation.

- b. Demographic, Housing, and Economic Indicator update utilizing available 2020 US Census Bureau data (where available) and American Community Survey 5-Year statistical data.
- c. Existing Land Use Allocation and Change Analyses - The intent of this analysis is to help determine how effective the implemented land use strategies were at meeting their intended goals.
- d. Growth Area and Transfer of Development Rights Capacity Analyses
- e. Inventory and needs analyses for natural/cultural features, community facilities and services, and the transportation network.

D. Identify, articulate and prioritize goals, objectives, strategies, and performance metrics

The consultant's work and the comprehensive plan document will be organized based on the township's priorities or related focus areas or goals that emerge from the planning process, not based on a traditional template of land use plan, housing plan, transportation plan, etc.

The plan should provide workable action plans for focus areas and goals – a series of strategic projects, programs, and initiatives – that emerge from the planning process.

Minimum required strategies, programs, & initiatives:

- A transportation plan that incorporates various modes of travel and begins to de-emphasize the priority given to motor vehicles within the right-of-way.
- Land use strategies that continue to guide development and protect and conserve the Township's natural, rural, and agricultural areas.
- Economic Development Strategies to create sustainable commercial and industrial development opportunities within appropriate areas designated for such growth and development.

E. Minimum MPC requirements shall be met

The consultant will ensure the comprehensive plan meets minimum requirements of the PA Municipalities Planning Code.

IV. PROJECT COORDINATION

Throughout the project, coordination will be maintained between the Township and the consultant.

The consultant's approach and method must include, at a minimum:

1. Initial meeting with the Planning Commission, Board of Supervisors, and Township staff.
2. Regular meetings with the West Manheim Township Planning Commission.
3. Obtain the input of the public through a variety of techniques.
4. At a minimum, monthly project review meetings/conference calls with key staff.
5. Prepare and present draft and final plans.
6. Present the final plan to the public and the West Manheim Township Supervisors and participate in a public hearing to formally present the plan for approval and adoption if necessary.

V. DELIVERABLES

The consultant shall submit the following products to the township in accordance with the approved Project Completion Schedule:

1. Five (5) copies of the final plan and executive summary
2. One (1) Complete Electronic Copy of the final plan in PDF format
3. The consultant shall submit electronic copies of all materials, research, data, GIS shapefiles, etc. developed or collected over the course of plan development to the Township in editable formats for the Township's future use.

VI. PROPOSAL SUBMISSION REQUIREMENTS

The proposal must include the following information:

- **Cover Letter**
A brief cover letter shall be provided that summarizes the key points of the applicant's proposal and confirms an understanding of the scope of work described above in Section III Scope of Work. The letter shall provide the firm's complete contact information, primary project contact person and email address, and signed by an authorized representative of the firm.
- **Project Personnel and Qualifications**
A narrative shall be provided by the applicant and prospective subcontractors for the proposed project, including types of services for which the applicant and prospective subcontractor are qualified. The narrative shall include the names of principals and key personnel from the applicant firm and prospective subcontractors that will be assigned to the project, along with their experience, their titles with their respective firm, and their qualifications.

- **Project List/References**
Provide at least three (3) similar projects completed by the applicant that demonstrate similar competencies that are required by this project. Include name, address and phone number of individuals who can be contacted for references. The proposal shall identify all members of the consultant's team, their roles, and the primary point of contact for the project.
- **Project Approach and Work Program**
Provide a detailed description of the applicant's approach to the project separated by individual tasks. Include a discussion on innovative ideas used in other similar projects which the applicant feels may be applicable to this project.
- **Project Schedule**
Include a timeline for the performance of the work program, including the completion of all tasks and the delivery of all materials for each phase.
- **Cost Proposal**
The price proposal shall include a detailed cost estimate of each of the tasks defined in the scope of services. Project cost estimates should include the number of hours, hourly rates for principals, project managers, and other personnel assigned to each task. The consultant's bid must also include any related expenses, such as travel.

The consultant/consulting team may submit suggestions on how the scope of work can be enhanced and/or amended, plus additional details of approach, methods, etc. for carrying out the project.

VII. INTERVIEW

The Board of Supervisors reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.

VIII. SELECTION CRITERIA

The Township will evaluate the proposals, and will select a consultant based on the following criteria, amongst others:

- Understanding the Scope of Services and the objectives of the project;
- Creativity and innovation in techniques and ideas;
- The relevant qualifications and recent experience of the consultant(s) in preparing implementable municipal comprehensive plans and meeting objectives outlined herein;

- Qualifications and experience of the consultant and assigned personnel;
- Suggestions submitted to enhance and/or amend the scope of work and additional details of the approach and methods to carry out the project;
- Proposals will be competitively judged on the quality and value of the proposed work approach, products, etc., and proposed budget;
- Ability to carry out and manage the project, and to meet the expected project timeline/completion schedule.

IX. CONSULTANT SELECTION SCHEDULE

The Township will follow the schedule below for consultant selection:

- RFP Responses Due - October 5, 2022
- Consultant Interviews – Week of October 17, 2022
- Final Consultant Selection – by November 22, 2022

END OF RFP