**Request for Proposals**

**East Union and North Union Townships Comprehensive Plan**

**East Union and North Union Township**

August 20th, 2024

East Union and North Union Townships are seeking the services of a consultant (or team of

consultants) to perform a joint comprehensive plan that meets the requirements of Article III of

the PA MPC and utilizes DCED’s implementable plan approach. The plan will be strategic and

will outline workable action plans, means of financing, and capacity to implement.

East Union and North Union Townships will be applying for funding through the PA

Department of Community and Economic Development’s Municipal Assistance Program, and

are anticipating partnerships between Schuylkill County Planning Department and Schuylkill County Mapping Department.

**Project Description**

East Union and North Union Townships have engaged in comprehensive planning in the past

but have not engaged in multi-municipal planning. There is need for a comprehensive plan that

outlines implementable opportunities for cooperation and provides a roadmap for these

opportunities to occur.

With a combined population of approximately 3,000 and land mass of approximately (East Union 26 square which includes Eagle Rock and a portion of Humboldt Industrial Park) (North Union 20 square miles), both municipalities are predominately rural. As a result, the predominant land uses are low density single family residential and agricultural. Both East Union and North Union Townships have expressed a desire to preserve this character while inviting a level of modernization in policy and patterns of development that would enhance cellular and broadband access. Pockets of commercial, high density residential, recreational and conservation land uses are secondary features of East Union and North Union Townships. A review of these pockets for highest and best uses would provide helpful guidance for future development.

**Specific tasks include:**

An a assessment of existing recreational facilities in East Union and North Union Townships,

Exploring opportunities for multimunicipal cooperation regarding multimodal connectivity and recreation.

Promoting traditional neighborhood and main street development strategies.

Developing strategies for multimunicipal cooperation to share maintenance of community assets.

Identifying areas for future recreational use,

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Sharing of land uses between two municipalities in a scenario North Union adopts a zoning board/ordinance.

**Services to be provided:**

The consulting team to be hired will provide the full range of planning services necessary for the

completion of the joint comprehensive plan. The selected consultant will be asked to focus its

work on providing intelligence for decision making (not recitations of data), providing creative

ideas and workable action plans, and helping the townships recruit partners and create capacity

to implement the plan. Interested consultants are asked to submit a scope of work describing

their approach, methods, etc. for carrying out the prescribed work.

Comprehensive plan – East Union and North Union Townships have two primary goals for a

new comprehensive plan: 1) to create a vision for the townships in the next 5-10 years with

statements of principles and guiding policies promoting a character of community and quality of

life the townships desire to move toward; and 2) to determine a doable series of strategic

projects, programs, etc. that will help achieve the vision, visibly improve the community.

The comprehensive plan should be an “implementable plan” following principles and keys

currently being promoted by the PA Department of Community and Economic Development.

The consultant’s work and the comprehensive plan document should be organized based on the

townships’ priorities or related goals or themes that emerge from the planning process, not based

on a traditional template of land use plan, housing plan, transportation plan, etc. The plan

document should be efficient in words, avoid jargon, and be written for use by townships’

Supervisors, townships’ staffs, partner groups, and citizens who will implement the plan after

completion.

The plan should provide workable action plans for top recommendations – a series of strategic

projects, programs, and initiatives – that emerge from the planning process. The plan should set

priorities and a timetable for action based on expected results and ability to finance and carry

out. Action plans should include reasonable depth and detail – specific action steps, responsible

parties, estimated costs, and proposed means of financing – to facilitate implementation after the

plan is completed. The consultant is asked to include some immediate action recommendations

that would provide short-term, visible results and motivate further implementation of the plan.

The consultant will help the townships recruit partners – organizations, businesses, and

individuals with expertise and resources to be involved in the plan. The plan process should

invite their ideas for recommendations and action plans and invite partners to take roles in

implementing the plan.

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The consultant should facilitate a plan process whereby the community “owns” the plan, and the elected officials and community leaders are spokespersons for the plan and have a consensus commitment to implement it. There should be effective means within the limited project budget to obtain public vision and aspirations for their community. There should be involvement of elected officials to ensure their understanding and acceptance as the plan proceeds from issues to ideas to action plans.

The consultant will ensure the comprehensive plan meets minimum requirements of the PA Municipalities Planning Code. The consultant may have to address minimal subject matter not addressed in analysis and recommendations presented for the townships’ priority issues.

The consultant will deliver to the townships complete comprehensive plan document(s) ready for adoption, including 2 paper copies and 2 CDs.

Interested consultants should involve a multi-disciplinary team capable of successfully completing the requested tasks either through their own firm or by cooperating with other firms.

**Budget and Partnerships:**

The project has a $40,000 fixed budget for consultant costs. The $20,000 budget consists of a $10,000 from each (East Union and North Union Townships), and a $20,000 cash grant through the DCED Municipal Assistance Program. The townships anticipate a funding decision on the grant by December of 2024

**Completion Schedule:**

It is expected that the consultant will complete its tasks and present relevant reports, products, and recommendations within 18 months of execution of a contract.

**Contractual Requirements:**

Because the project is funded by grants from the PA Department of Community and Economic Development, the consultant must comply with grant-mandated requirements to be included in the consultant contract.

Change orders shall not be permitted, adding scope of work, unless the work topic is initiated by the townships.

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* **Selection Criteria:**
* Proposals will be evaluated, and a consultant will be selected based on the following criteria listed in order of importance:
* The relevant qualifications and experience of the consultant(s) in performing work and meeting objectives outlined herein.
* The qualifications and experience of personnel to be assigned by the consultant(s) to the project.
* Suggestions submitted to enhance 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., given a fixed budget of $40,000.
* The ability of the consultant(s) to meet the expected project completion schedule.
* **Proposal Content:**
* Consultant proposals must include:
* Brief description of relevant work experience, capabilities, skills, and expertise which qualify the consultant(s) to undertake the project. Please include relevant, recent client references.
* Personnel assignments with resumes showing individual work experience, skills, and expertise.
* A proposed scope of work and approach, methods, etc. to carry out the project.
* Confirmation that the scope of work will be performed for the not-to-exceed cost of $40,000
* Proposed work schedule.

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**Selection Procedures:**

Two (2) paper hard copies and two (2) CDs of the proposal must be submitted to:

Jo Anna Shovlin

C/O East Union Township

10 E. Elm Street

PO Box 295

Sheppton, PA 18248

**Proposals must be received no later than the close of business, Monday, September 16th, 2024**

**at 4:00 p.m. to be eligible for consideration.**

Any questions on the request should be directed to Jo Anna Shovlin at email – [jjshovlin@comcast.net](mailto:jjshovlin@comcast.net) or via phone at (570) 384-0739.

The townships are open to consider consultant suggestions for alterations to the work scope that

would be in the townships interest and not vary from the essential goals and objectives outlined

in the RFP. Alterations could be considered in developing a final scope of work for contract

with the selected consultant.

A short list of consultants will be asked to schedule and make presentations to a consultant

selection committee. It is anticipated that consultant selection will occur after received bids are reviewed within the RFP deadline. A notice to proceed will be issued as soon as possible thereafter.