



TOWN OF WILLIAMSPORT

REQUEST FOR PROPOSALS 2024 – 01

Comprehensive Plan: Update, Edit and Revise

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing professional consulting services to update, edit and revise the existing Comprehensive Plan for the Town of Williamsport, complying with the criteria set forth by the State of Maryland/Maryland Department of Planning. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter and the award will not solely be based upon price.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missed information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form: Request for Proposals 2024-01 Comprehension Plan: Update, Edit and Revise
- Three (3) References
- If applicable; a signed copy of all advertised addenda

REQUEST FOR PROPOSALS
2024-01: Comprehensive Plan

The **Town of Williamsport** (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in providing the necessary professional consultative services to **Update, Edit and Revise the Existing Comprehensive Plan for the Town of Williamsport** complying with the requirements set forth by the State of Maryland/Department of Planning.

I. Project Overview

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and equipment to provide professional consultative services needed to address all areas required to meet the expectations of the State of Maryland in developing a revised Comprehensive Plan in accordance with the requirements of Maryland Law. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the RFP package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter and the final decision shall not be based solely on pricing.

II. Project Schedule

Pre-Bid Meeting: **Thursday, July 11, 2023, at 1:00 PM** in the Planning Office at Town Hall. Any potential firm or individual not in attendance at the Pre-Bid Meeting will be provided a copy of any addendum based on discussion at the Pre-Bid meeting and may schedule a time to meet with the Town Manager and complete an on-site visit, if desired. Information is also available at www.williamsportmd.gov/request-for-proposals.

Sealed Proposals: Due by **Friday, August 2, 2024, by 3:30 PM**. Envelopes must be delivered or mailed to Town Manager and labeled **Request for Proposal-Comprehensive Plan 2024-01**; 2 North Conococheague Street; P.O. Box 307; Williamsport, MD 21795. All sealed proposals must be delivered no later than 3:30 PM on the due date. The Town reserves the right to reject any and all bids.

**ANY SEALED PROPOSAL RECEIVED AFTER 3:30PM ON THE DUE DATE SHALL
BE REJECTED OUTRIGHT AND SENT BACK TO THE SUBMITTING FIRM**

Bid Opening: All submitted bids will be opened at the **August, 2024**, Meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud all required documents for each submitted proposal.

Bid Award: The Mayor & Town Council will then consider each proposal and may make a formal decision at the August, 2024, Meeting of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within seven days of the approval.

Completion of Project: It is the intention of the Mayor and Town Council to begin services on the Comprehensive Plan immediately after RFP award and notice to proceed has been accepted. The project must be completed by July 1, 2025.

**THE TOWN OF WILLIAMSPORT,
MARYLAND COMPREHENSIVE PLAN
REQUEST FOR PROPOSALS**

A. Project:

Update, Revise and Edit the **Comprehensive Plan** for the **Town of Williamsport, MD.**

The **Town of Williamsport, MD** is inviting proposals for professional consulting services to update, revise and edit the Town's existing **Comprehensive Plan**. The proposals shall include an (by task) itemized "proposed budget", indicating the contracted cost to the Town for a final product meeting all the requirements indicated within each task as outlined in Section 3 below.

B. Background:

Williamsport is a small town of 2,139 residents located in Washington County and situated adjacent to the Potomac River and Interstate 81. The majority of our citizens are middle-aged to senior. The average income of our citizens falls well below the state average. The Town Infrastructure is considerable aged and in need of upgrading. Less than 25% of our housing stock is constructed prior to 1950.

The **Town of Williamsport** has a strong historic presence in Maryland, starting prior to its incorporation in 1823. It has extensive relationships with historical events such as the Civil War, the C&O Canal, etc. In the past, **Williamsport** was supported by Industry: Cushwa Brick Company, W.D. Byron Tannery and the R. Paul Smith Power Plant/ Potomac Edison/ First Energy. However, the closing of these 3 industries has forced the Town to pursue options for revitalization. **Williamsport** is now promoting small town businesses and tourism as its main lifeline. The C&O Canal and other nearby Historic sites play hosts to great recreational facilities and beautiful scenery year-round, enticing visitors from around the world to come to **Williamsport**.

Maryland State Law(s) requires a jurisdiction exercising planning and zoning authority to review, and, if necessary, update its Comprehensive Plan every 10-years. The Town has reviewed the current Comprehensive Plan and has determined that a review and possible update of the **Williamsport 2011 Comprehensive Plan** is warranted. The Comprehensive Plan is a vital component of the planning process as it serves as the official statement of the Town's policies to guide future growth and development. This project will allow the Town to hire a professional planning consultant to work with the Town to update the demographic, socioeconomic, land use, growth area, water resources, transportation, community facilities, sensitive areas, housing, and mapping information of the current Comprehensive Plan. Due to the Covid 19 Pandemic, extensions were given to Municipalities to complete this task.

C. Scope of Work:

Working with the Mayor and Town Council, the Town Planning Commission, the Town Manager, Land Use Administrator, Town Engineer, Town Attorney and residents of the Town, the consultant shall prepare a new **Comprehensive Plan** for **Williamsport**.

The final product will be a new **Comprehensive Plan** which satisfies the requirements of the *Land Use Article of the Annotated Code of Maryland* and is consistent with the *Planning Act of 1992* and Smart Growth principles and policies of the State.

The new **Comprehensive Plan** shall contain, at a minimum, the elements required under the *Land Use Article*. These basic required elements of the Comprehensive Plan are to include, but not be limited to, the following outline:

TASK 1: Development Goals and Policies Element

- i. A statement of goals, objectives, principles, policies, and standards to serve as a guide for the future growth and development of **Williamsport**.
- ii. The goals and policies will be compatible with the **twelve (12) State Planning Visions**.

TASK 2: Land Use Plan Element

- i. The Land Use Plan Element shall show proposals for the most appropriate and desirable development patterns and the general location, character, extent, and interrelationship of various land uses, and designate appropriate growth areas and resource areas. Such land use may include, without being limited to, residential, commercial, industrial, agricultural, recreational, and public land uses.
- ii. Existing and proposed land use patterns will also be developed and mapped.

TASK 3: Transportation Element

- i. A Transportation Element which shall show proposals for the most appropriate and desirable patterns for the general location, character and extent of the routes, for transportation facilities, and for the circulation of persons and goods at specified times as far into the future as is reasonable. Such routes may include, without being limited to, all types of highways or streets, railways, bicycle and pedestrian routes, and waterways.

- ii. The Transportation Element will develop policies that are consistent with the visions of the *Planning Act of 1992* and will evaluate all modes of transportation within the corporate limits and surrounding areas of the Town. The element will express:
 1. Long range, short range, and recommendations for facility maintenance; intermediate range construction and maintenance;
 2. Transportation and land use objectives, goals, policy recommendations, and measures to adhere to the visions, including consideration for sensitive areas and planned growth areas;
 3. The relationship between the transportation system and land use, both existing and planned;
 4. Recommendations for specific transportation services and facilities which will support any future areas of development;
 5. The relationship between the local plan and system and the statewide transportation system as well as the Highway Needs Inventory and State facilities;
 6. State and local responsibilities in providing elements of the overall transportation plan;
 7. Economic and environmental implications of planned transportation;
 8. Strategies for maximizing transportation safety and efficiency in the movement of people and goods; and,
 9. The financial impact of recommendations and the identification of reasonable funding mechanisms, capital programming and an implementable process.

TASK 4: Community Facilities Element

- i. Infrastructure recommendations will address existing deficiencies, if any, and propose expansion or improvement of water and sewer facilities, schools, parks, community buildings, public safety, and any other community facilities to meet projected demand.

TASK 5: Mineral Resource Plan Element

- i. Identifies undeveloped land that should be kept in its undeveloped state until the land can be used to provide or assist in providing a continuous supply of minerals.
- ii. Identifies appropriate post-excavation uses for this land that are consistent with the Town's land planning process; and

- iii. Incorporates land use policies and recommendations for regulation to balance mineral resource extraction with other land uses and, to the extent feasible, to prevent the preemption of mineral resources extraction by other uses.

TASK 6: Sensitive Areas Element

- i. The Sensitive Areas Element will contain goals, objectives, principles, policies, and standards designed to protect sensitive areas from the adverse effects of development, including, but not limited to, the following:
 1. Streams, tidal and non-tidal wetlands, and their associated buffers;
 2. 100-year flood plains;
 3. Habitats of rare, threatened, and endangered species;
 4. Steep slopes; and
 5. Agricultural and forest lands intended for resource protection or conservation.
- ii. The sensitive areas element should also include other areas of special protection, as determined in this comprehensive planning process.

TASK 7: Municipal Growth Element

- i. A Municipal Growth Element shall be prepared which, at a minimum, addresses the following:
 1. Anticipated future municipal growth area outside the existing corporate limits of **Williamsport**;
 2. Past growth patterns of the Town;
 3. The capacity of land areas available for development within **Williamsport**, including in-fill and redevelopment;
 4. The land area needed to satisfy demand for development at densities consistent with the long-term development policy;
 5. Public services and infrastructure needed to accommodate growth within the proposed municipal growth area, including those necessary for:
 - a. Public schools, sufficient to accommodate student population consistent with State rated capacity standards established by the Interagency Committee on School Construction;
 - b. Libraries;
 - c. Public safety, including emergency medical response;
 - d. Water and sewerage facilities;
 - e. Stormwater management systems, sufficient to assure water quality both inside and outside the proposed municipal growth area; and

- f. Recreation.
6. Anticipated financing mechanisms to support necessary public service and infrastructure;
7. Rural buffers and transition areas;
8. Any burden on services and infrastructure for which the Town would be responsible for development in areas proximate to and outside the proposed municipal growth area;
9. Protection of sensitive areas that could be impacted by development planned within the proposed municipal growth area;
10. Population growth projections; and,
11. The relationship of the long-term development policy to a vision of **Williamsport's** future character.

TASK 8: Water Resources Element

- i. A Water Resources Element shall be prepared which, at a minimum, addresses the following:
 1. Identifies drinking water and other water resources that will be adequate for the needs of existing and future development proposed in the Land Use Plan Element, considering available data provided by the Maryland Department of Environment; and,
 2. Identifies suitable receiving waters and land areas to meet stormwater management and wastewater treatment and disposal and needs of existing and future developments proposed in the Land Use Plan Element, considering available data provided by the Maryland Department of Environment.

TASK 9: Housing Element

- i. A new housing element is now included as a mandatory element for comprehensive plans. *HB 1045 (2019)* legislation provides specific definitions and requirements for low income and workforce housing, the format and strategies should be generated locally. The organization of this element must cover the following 4 areas;
 1. **Housing Planning:** This section outlines the requirements and definitions of *HB 1045 (2019)*, discusses the importance of housing planning generally, and provides sample questionnaires with which jurisdictions can carry on a dialogue about affordable housing in their local communities.
 2. **Housing Data:** This section explores American Community Survey, Department of Housing and Urban Development (HUD), and state generated spatial data to help the user gain a better picture of housing supply

and need in Maryland's jurisdictions. Planning consolidated this data into a Housing Dashboard.

3. **Housing Practices:** This section highlights some common affordable housing planning practices, including a simple model housing element process that can be used as an example for smaller jurisdictions creating their first housing element, and provides a few examples of affordable housing planning and studies recently completed by Maryland jurisdictions. Communities that would like to include their examples in this Housing M&G should contact Planning for inclusion
4. **Affordable Housing Resources:** This section directs users to an extensive list of available housing planning resources; including technical assistance, funding, and partnerships.

For more detailed information on this element please visit;
<https://planning.maryland.gov/Pages/OurWork/housing-element-mg/housing-element-home.aspx>

ii. Technical Assistance

The Maryland Department of Planning (MDP) and the Department of Housing and Community Development (DHCD) staff are available to assist any jurisdiction with the information and resources available in this M&G and with the development of their housing element. Planning's Regional Planners work directly with the Town of **Williamsport** and will assist with the plan as needed to make sure all plans comply with state law.

For additional assistance with housing data and DHCD's programs, please contact the Housing Economic Research Office, which supports the mission of DHCD by providing housing, demographic and economic data with analysis/reporting to support the governor's agenda and its partners to finance housing opportunities and revitalize communities for Maryland citizens to live, work and prosper.

More information can be found at the following website;

<https://dhcd.maryland.gov/Pages/Research.aspx>

TASK 10: Plan Implementation Element

- i. The Plan Implementation Element will include recommendations for the following:
 1. Regulations affecting plan implementation;
 2. Streamlining review of applications for development, including permit review and subdivision plat review within the areas designated for growth in the plan;

3. Providing for flexible development regulations to promote innovative and cost-saving design and protect the environment; and
4. Economic development in areas designated for growth in the plan through use of innovative techniques.

D. Meetings

TASK 11: The consultant will include in the proposal a tentative meeting schedule and a review of milestones schedule for the Comprehensive Plan. Within this schedule, the consultant shall include attendance at a meeting between the Town and the County regarding the Municipal Growth Element, as required by *HB 1141*. The Consultant should also anticipate at least one meeting each with the Maryland Departments of Planning and Environment to discuss the Municipal Growth Element and Water Resources Element, respectively. The consultant shall also be expected to meet with the Williamsport Planning Commission regarding consultant's progress.

E. Public Hearing/Meeting(s)

TASK 12: The consultant will be required to conduct a public hearing with the Planning Commission to present a draft Comprehensive Plan and respond to questions and comments; and attend one meeting with the Mayor and Town Council to present and discuss the draft Comprehensive Plan. The consultant shall be required to attend and if necessary conduct any meeting to adopt the new Comprehensive Plan.

F. Required Review by other Entities

TASK 13: Prior to submission to the State Clearinghouse for 60-day review of the draft Comprehensive Plan, the consultant shall:

- i. Submit the Water Resources Element to the Maryland Department of Environment (MDE) for review and determination whether the proposed element is consistent with the *Land Use Article* requirements, and with the programs and goals of the Department.
- ii. Submit the Municipal Growth Element to **Washington County** for a 30-day review period. The consultant shall attend the meeting(s) between the Town and the County (after completion of the 30-day review period), as required by the *Land Use Article*, and, if necessary, will be required to attend any meeting before the State Mediation and Conflict Resolution Office.
- iii. Upon completion of meetings with MDE and **Washington County** as noted in i. and ii. above; on behalf of the Town, the consultant will be required to submit one digital copy of the draft plan to the State Clearinghouse for the State agency 60-day review and comment period. A draft copy of the plan shall also be submitted to **Washington County**.

G. End Products

TASK 14: Reproducible maps (digital format and color paper copy) for such elements of the plan as existing land use, transportation, sensitive areas, community facilities, and recommended land use shall be prepared for, but are not limited to, the following:

- i. Transportation Map with Road Classification (existing and, if appropriate, needed improvements);
- ii. Sensitive Areas Map;
- iii. Existing and Proposed Land Use Maps;
- iv. Existing and Recommended Community Facilities Map;
- v. Mineral Resources Map, if applicable; and,
- vi. Municipal Growth Area Map (with suggested land use designations).

TASK 15: Twelve (12) copies of the final approved document and an electronic file copy in the most recent version of Microsoft Word will be provided to the Town.

H. Qualification Statement

The prospective firm is required to provide the following:

- State the number of years your organization has provided this type of service.
- List similar projects your organization has completed. Include project description, completion date, contract amount, owner, and phone number of owner's representative.
- List current projects. Include project description, completion date, contract amount, owner, and phone number of owner's representative.
- Provide a resume for each of your current key professional staff that may be involved in this project.
- Miscellaneous

This Request is subject to the following miscellaneous terms:

- **Williamsport** may consider informal any proposal not prepared and submitted in accordance with the provisions herein and may waive any informalities or reject any and all proposals. No proposal will be allowed to be withdrawn, for any reason, after it has been deposited with **Williamsport**. Any proposal received after the time and date specified shall not be considered. **Williamsport** reserves the right to reject any and all proposals, or portions thereof, and to make such award and/or negotiate with any Proposer as is most advantageous and in the best interests of The Town of **Williamsport**. **Williamsport** also reserves the right to postpone the award of the proposal and condition the acceptance of the proposal upon **Williamsport's** checking the Proposer's references and qualifying the Proposer.
- The proposal must contain the full name, business address, and the telephone number

of the proposer interested in the same.

- Each proposal must be submitted in a sealed envelope bearing on the outside the name of the proposer, his/her address, and the name of the project for which the proposal is submitted. If forwarded by mail, the sealed envelope containing the proposal must be in another envelope addressed as specified in the Invitation for Proposals.
- Payment: Consultant shall present a **monthly itemized invoice** to The Town of Williamsport for payment for services rendered during the noted time period until final product completion.
- Any bidder with debarment sanctions, (an individual, organization, and its affiliates), are excluded from conducting business with any Federal Agency government-wide including this grant.
- Grant agreement complies with all federal and state requirements relating to *Equal Opportunity 11246 (FHEO)*.
- The Town has updated it's Fair Housing Equal Opportunity Plan, which can be viewed at the town hall.
- Any conflict-of-interest disclosure must be presented to the Town prior to bid submission.
- The Town has a strict non-collusion, anti-bribery and kickbacks policy relating to all persons working directly or indirectly on this grant.
- Termination of Contract and repayment of all funds by Proposer shall result if the above stated conditions and/or policies are found to be in violation.

SPECIAL NOTE: This Project shall be completed with the use of Grant Funding from the State of Maryland. Bidders shall be required to adhere to the terms of the Grant Agreement and all applicable Regulations.

PROPOSAL SUBMITTAL

Please check the contents of your Request for Proposals package carefully to ensure that you have in your possession all the necessary documents, as referenced within this Request for Proposals, including any addenda. If you are missing any items, please contact Chad Rooney, Town Manager, at (301) 223-7711 or crooney@williamsportmd.org.

Submission of a Proposal pursuant to this Request for Proposals shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this Request for Proposals and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the Award of Contract.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missing information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals for any reason, and waive informalities as may be deemed in the best interest of the Town.

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.
- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be responded to. Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to
Chad Rooney, Town Manager, by e-mail at crooney@williamsportmd.org.**

Rejection Rights: The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2024-01: COMPREHENSIVE PLAN

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request for Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK to Update, Revise and Edit the Existing Comprehensive Plan Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to he/its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The CONTRACTOR hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth. The CONTRACTOR further agrees to pay liquidated damages for each consecutive calendar day thereafter.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted in the bid proposal and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that he/it has available adequate equipment, personnel and finances to execute the work properly and expeditiously as proposed and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that he/it has examined and evaluated the requirements of the work and Tasks; that he/it has had sufficient time to examine the Tasks to determine the character and scope same; and that he/it has based the contract prices on his/its own independent determination and evaluation of the Tasks.

The CONTRACTOR agrees to do everything required to perform all work necessary for the service, or incidental to, and to perform all other obligations imposed by this Agreement for the full and just Lump sum of _____ dollars (_____), lawful money of the United States of America in strict accordance with the Contract Documents for **Proposal 2024-01: Comprehensive Plan: Update, Edit and Revise** as prepared by the Town of Williamsport.

