

Request for Consulting Proposals
For
Background Analysis for the City of Erie Comprehensive Plan (CP)
City of Erie
Department of Economic and Community Development (DECD)

The City of Erie is requesting proposals from qualified consultants to provide professional services for the completion of a Background Analysis for the City's Comprehensive Plan. Services will include an inventory and gaps analysis. The selected consultant will be responsible for:

- Completing an inventory of the current City, County and surrounding area plans, strategies, and existing research;
- Identifying existing gaps in data collection, mapping and programmatic overlays; and
- Identifying opportunities for cooperation and coordination between the City, Authorities, and community partners in the development of a future Comprehensive Plan.

A. General Project Description:

The awarded contractor shall inventory various plans throughout the City and bordering municipalities. The consultant shall make careful surveys, studies and analyses of housing, demographic, and economic characteristics and trends; amount, type and general location and interrelationships of different categories of land use; general location and extent of transportation and community facilities; natural features affecting development; natural, historic and cultural resources; and the prospects for future growth in the municipality.

The consultant shall provide an initial assessment of work requested and shall be required to meet with staff members from DECD to agree upon and assure a complete understanding of the assignment, timelines, scope of work and costs.

The following outline is designed to describe key components to be provided by the Consultant. The Consultant is expected to be familiar with and follow the guidelines of the Pennsylvania Municipalities Planning Code, Act 247 of 1968, Article III Comprehensive Plan.

B. Proposal Submission

1. Five (5) copies of the sealed proposal must be submitted not later than 2:00 p.m. on **May 15, 2013** to:

Sid Goldstein, Purchasing Agent
City of Erie
626 State Street, Room 305
Erie, PA 16501-1128
(814) 870-1281

Proposals will be publicly opened and accepted at the DECD office of the City of Erie at 2:00 p.m. **on May 15, 2013.**

All parties are bound by the deadline and location requirements of this RFP.

2. Proposals must be in a sealed envelope and must be marked prominently on the outside with "Consultant RFP for Erie Comprehensive Plan – Phase I"; The submitter's name and return address should also appear in the upper left hand corner.
3. Proposals must be mailed or hand delivered. No faxed or electronically submitted proposals will be accepted.
4. The City is not liable for non-receipt of RFPs sent by ordinary mail or if delivered in person to any other City employee or Office other than the Purchasing Agent in Room 305.
5. Proposals will be handled confidentially during the pre-award process.
6. The City will not be responsible for any expenses incurred by the bidder in connection with this procurement.
7. All proposals shall remain effective subject to the City's review and approval for a period of **ninety (90) days** from the deadline for submitting proposals.

C. Request for Information

Any questions concerning this Request for Proposal should be directed to Dave Deter at (814) 870-1277 or Cyndie Zahner at (814) 870-1271, between the hours of 8:30am – 4:30 pm, Monday through Friday, no later than **May 10, 2013**. Questions may also be emailed to ddeter@erie.pa.us or czahner@erie.pa.us no later than **May 10, 2013**.

D. General Conditions

1. No verbal instructions or verbal information to bidders will be binding on the City. The written specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. Should any alterations to the specifications be made, written addenda will be posted to the City's website, mailed, e-mailed, and/or faxed to all bidders. These addenda shall then be considered to be part of these specifications.
2. Submission of a proposal will be considered as conclusive evidence of the bidder's complete examination and understanding of the specifications.
3. The City reserves the right to reject any or all proposals; the right to request additional information from any proposer; the right in its sole discretion, to accept the proposal considered most favorable; and the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interest of the City.

The City reserves the right to negotiate with proposers to establish variations from the original proposal(s), including proposed cost, which may be in the interest of the City.

4. The award will be made to that responsive and responsible bidder whose proposal, conforming to specifications, will be most advantageous to the City, price and other factors considered, such as delivery time, quality, services, etc. The award may or may not be made to the firm with the lowest cost.

All proposers are encouraged to add to, modify or clarify any of the scope of work items it deems appropriate to obtain a high quality plan at the lowest possible cost. All changes should be listed and explained. However, the scope of work proposed at minimum must accomplish the goals and work outlined below.

5. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the specifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Vendor. Any such adjustments in price shall be made in writing.
6. Bidders requesting additional information and/or clarifications to the bid specifications shall submit the inquiries to Dave Deter, Assistant Director of the Department of Economic and Community Development, City of Erie, 626 State Street, Room 404, Erie, PA 16501-1128, in writing. Responses to questions are not guaranteed after **May 10th, 2013**. See paragraph 1 above for additional clarification.
7. The bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or handicap. The bidder will take affirmative action to ensure that applicants are employed without regard to race, color, religion, sex, age, handicap, or national origin. Bidders will take steps to ensure employees are treated during employment without regard to race, color, religion, sex, age, handicap or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

E. Format of Proposals:

Submissions should be made in the following format:

1. **Letter of Transmittal.**
2. **Executive Summary.**
3. **Consultant firm's experience**, including Comprehensive Plan experience and knowledge of Federal, State and local code and regulations.
4. **Key Personnel** to be utilized on this project and their expertise in developing Consolidated Plans. (Provide key personnel resumes as Appendix at the end of the proposal).
5. **Narrative** addressing the Consultant's understanding of the scope of service/activities to be provided.
6. **Timeline.**

7. **Detailed cost breakdown** of services to be provided, including but not limited to estimated time per activity, wages, travel, copies, etc.
8. **Certificate of insurance** detailing the amounts of all insurance coverage.

F. Scope of Services

1. Assist the City of Erie DECD in the development of a project steering committee and facilitate monthly meetings with the steering committee to review the overall project objectives, discuss how findings to date contribute to project outcomes and deliverables, make adjustments when appropriate, and review the overall project objectives, timeliness and progress of tasks listed below.
2. Obtain the most recent photometry and base mapping.
3. Meet with Erie County Planning and determine how GIS themes will be organized to be most compatible with local agencies.
4. Obtain and review existing research plans and studies for the City and bordering municipalities including, but not limited to:
 - Current City and County plans, studies, strategies, including but not limited to Analysis of Impediments to Fair Housing, Housing Market Analysis, etc.
 - State, regional and local water-shed plans, restoration and protective strategies
 - Land use plans and strategies that may preserve/improve wetland and protect waters/coastal area
 - Destination Erie Regional Vision, analysis of trends and conditions
 - Western PA Port Authority Plan
 - Transportation Plan
 - Community Action Plan
 - Housing Authority
 - Downtown Master Plan and related transportation studies
5. Prepare a document summary for each planning document reviewed summarizing data available and major findings.
6. Devise a stakeholder interview form to document interviews and interview appropriate stakeholders. A preliminary list of potential stakeholders follows:
 - Public Authorities (9)
 - Council of Governments
 - Erie Regional Chamber and Growth Partnership
 - Community Foundation
 - Erie Downtown Partnership
 - Neighboring Municipalities (Millcreek & Lawrence Park Townships, Wesleyville Borough)
 - PennDOT
 - Erie MPO
 - Economic Development Corporation of Erie County
 - Erie Neighborhood Watch Council and organized Watches – SNOOPS, Little Italy, BEST, etc.
 - Economic Research Institute of Erie (Penn State Behrend)
 - Local Universities

- Manufacturers Association
 - Small Business Development Center
 - United Way of Erie County/Erie Together
 - WRT/Destination Erie
 - School Districts (3) serving four municipalities
 - PA DCED
 - PA DCNR
 - Major employers
7. Interview other stakeholders deemed appropriate.
 8. Provide stakeholder interview documents to steering committee for review.
 9. Once the available data is known and gaps identified, the consultant will begin gathering demographic and systems data to be compiled with base mapping.
 10. Compile a summary of findings and observations resulting from stakeholder interviews, planning document reviews, and other data collected. This summary will be reviewed with the Steering Committee, edited as necessary, and then distributed to project partners (a group comprised of the steering committee, all funding partners, and neighboring municipalities). All appropriate data necessary to create future Phase II strategies in the following areas must be compiled:
 - Mineral Resources
 - Land Use
 - Coastal and Port
 - Transportation
 - Community facilities and utilities
 - Housing
 - Recreation/Municipal Services
 - Economic Development
 - Community Development
 - Natural and Historic Resources
 11. Based on discussion with project partners and information gathered, the Consultant will draft the vision and goals for the comprehensive plan. The vision and goals statement will describe how the plan will meet these, other functions, and how the plan would incorporate or integrate with existing capital and operational plans. The draft vision and list of goals will be distributed to the steering committee for review.
 12. Refine the vision and goals in preparation for Steering Committee to begin drafting a scope of work for Phase 2—Preparing the Comprehensive Plan.
 13. Compile results of stakeholder interviews, planning document reviews, mapping and recommendations for coordination of programs and planning between participating public entities.
 14. Assist the City in hosting a public education seminar.
 - Consultant will highlight the benefits of comprehensive planning and use case studies of other communities that have found new success after an effective comprehensive plan process.
 - Consultant representatives will explain local process and how current efforts are proceeding.
 - Consultant will facilitate a panel discussion.

15. Obtain public comments for consideration of inclusion in the draft of the Background Analysis report.
16. Complete a draft of the Background Analysis and distribute to the steering committee for review and comment. Distribute to Project Partners and revise as necessary.
17. Provide a final report consisting of the following:
 - Summary of existing planning document review
 - Summary of stakeholder meetings
 - Base mapping and data analysis
 - Summary of all existing trends
 - Conditions by MPC Category
 - Local Goals, Objectives, and Opportunities in preparing a comprehensive plan
 - Scope of work for Phase 2 Consulting services
 - Immediate opportunities for coordination and cooperation between agencies
 - Potential funding sources for the Phase 2 project.

Note: All work must be performed in accordance with the **Pennsylvania Municipalities Planning Code** and with Phase II in mind. Phase II must include a land use plan, housing needs plan, transportation plan, community facilities and utilities plan, statement of interrelationships among the various plan components, short and long range plan, implementation strategies, statement proposed development in consistent with contiguous portions of neighboring municipalities, protection plan for natural and historical resources, a plan for the reliable supply of water, a possible energy conservation plan and the identification of areas where growth and development will occur.

G. Proposal Evaluations

Evaluation of all proposals will be based upon a point scale which ranks the following categories: (Incomplete proposals will not be considered.)

1. Demonstrated experience in performing work and/or services as identified in the Scope of Services; (20%)
2. Evidence of the proposer's ability to perform the services, as indicated by profiles of the staff's professional and technical competence; (20%)
3. Understanding of the required Scope of Services as identified in RFP; (20%)
4. Rates or pricing for the services defined; (20%)
5. Demonstrated knowledge of Federal, State, and local code and regulations relative to the work; (10%)
6. General response to the invitation. (10%)

It is the policy of the City of Erie to promote the opportunity for full participation by minority and women's business enterprises ("MBE" & "WBE's") in all programs. **The City of Erie will assign a weight for socially/economically restricted business participation for each RFP. This weight will be included as one of the criteria for selection.**

In addition, all participants in this RFP should be advised of notice of requirements for affirmative action to ensure equal employment opportunities are applicable. (Executive Order 11246)