

**REQUEST FOR PROPOSALS**  
**Worcester Township, Montgomery County**  
Center Point Village Zoning Ordinance Assessment

**Summary**

Worcester Township is soliciting proposals from Professional Planning Consultants to prepare an assessment of the proposed Center Point Village Zoning Ordinance.

**Proposals**

All proposals must be received at the Township Building not later than 4:30pm on Friday, May 26, 2017. Proposals may be delivered to the Township Building at 1721 Valley Forge Road, Monday to Friday, from 7:00am to 4:30pm, or proposals may be mailed to Township Building at:

Worcester Township  
Attn: Tommy Ryan, Township Manager  
1721 Valley Forge Road  
Post Office Box 767  
Worcester, PA 19490-0767

Consultants must submit six hard copies and one electronic copy of the proposal. With the proposal the Consultant shall provide (a) a sample contract for services, (b) and a sample invoice, and confirmation that the project will be billed on a frequency not greater than a monthly basis, (c) proposed project schedule, (d) a not-to-exceed cost for the project, not including out-of-pocket expenses, which shall be reimbursed at actual cost; (e) a statement noting that when the project is billed at 75% the Consultant will submit written certification to the Township stating the Consultant will complete the contract obligations with the remaining funds in the not-to-exceed cost; and, (f) three municipal references for similar projects completed during the previous five years. The Consultant shall also identify the person(s) assigned to work on the project, submit a resume/CV for each individual, and designate one person who shall serve as the project liaison to the Township.

All questions regarding this RFP shall be submitted in writing (by mail or e-mail) to the above address, or to [tryan@worcestertwp.com](mailto:tryan@worcestertwp.com). All updates and amendments to this RFP will be posted on the Township website, [worcestertwp.com](http://worcestertwp.com). Notification of these postings will be e-mailed to those Consultants that request same and provide an e-mail address to [tryan@worcestertwp.com](mailto:tryan@worcestertwp.com).

**Schedule of Events**

The proposed schedule for the RFP process is as follows:

- April 24, 2017 – Request for Proposals issued
- May 19, 2017, 4:30pm – deadline to submit written questions
- May 26, 2017, 4:30pm – deadline to submit proposal
- *to be determined, if necessary* – review and select interviewees
- *to be determined, if necessary* – conduct interviews
- June 21, 2017 – contract awarded

**Scope of Assessment**

1. General. The Worcester Township Board of Supervisors is soliciting proposals from Professional Planning Consultants to prepare an assessment of the proposed Center Point Village Zoning Ordinance.
2. Specifications. The Center Point Village Zoning Ordinance Assessment shall include the following four components:

- a. Component 1 – The Consultant shall review and compare the Center Point Village Vision Plan (“Vision Plan”) to current Township Zoning Ordinance and Subdivision and Land Development Ordinances (“Code”), insofar as the Code relates to those properties located in Center Point Village. The Consultant shall provide a written summary that details the extent to which the Code does and does not satisfy the objectives set forth in the Vision Plan. This narrative shall also include a list of recommended amendments to the Code that will serve to best align the Code and the Vision Plan. Component 1 shall be no more than 10 pages in length.
- b. Component 2 – The Consultant shall review and compare the Vision Plan to the draft zoning ordinance for Center Point Village (“Ordinance”). The Consultant shall provide a written summary that details the extent to which the Ordinance does and does not satisfy the objectives set forth in the Vision Plan. This narrative shall also include a list of recommended revisions to the Ordinance that will serve to better align the Ordinance to the Vision Plan. Component 2 shall be no more than 10 pages in length.
- c. Component 3 – The Consultant shall recommend which approach the Township should pursue so to better realize the objectives of the Vision Plan – in specific, should the Township amend the Code or should the Township revise the Ordinance? The Consultant shall provide rationale for the recommendation made. Component 3 shall be no more than 3 pages in length.
- d. Component 4 – The Consultant shall provide a one-page response to each of the three issues, not including any graphics or photographs.
  1. A Village Property Owner has expressed interest in developing a convenience store with gasoline pumps in this property. The Township is undecided as to whether to permit this use in the Ordinance. To what extent can the Township limit or otherwise regulate this use, in specific the number of filling stations and the size of the canopy atop the filling stations, while (a) providing a realistic development opportunity that meets current marketplace requirements, and (b) protecting the “rural feel” of the Village? Submit graphics or photographs that depict various sized uses of this type.
  2. Recommend an appropriate minimum open space requirement and maximum permitted residential density in the Village. As noted above, the recommended provisions must provide a realistic development opportunity while protecting the “rural feel” of the Village.
  3. Recommend an appropriate scale for non-residential development in the Village. In specific identify an appropriate maximum building size, building height and massing. As noted above, the recommended provisions must provide a realistic development opportunity while protecting the “rural feel” of the Village.

### **Meetings & Deliverables**

1. The Consultant shall attend two meetings with the Planning Commission (PC) and one meeting with the Board of Supervisors (BoS), as noted below:
  - PC meeting #1 – discuss project history, Consultant asks questions on areas of concern to PC;
  - PC meeting #2 – present Assessment; and,
  - BoS meeting #1 – present Assessment, revised to include Planning Commission comments.
2. The Consultant shall deliver:
  - ten copies plus one electronic copy of the Assessment to be presented at the PC meeting #2;
  - ten copies plus one electronic copy of the Assessment to be presented at the BoS meeting #1; and,
  - ten copies plus one electronic copy of the Assessment in its final form, which shall include any revisions made per comments received at the BoS meeting #1.

### **Other**

1. Worcester Township reserves the right to waive any technicalities and/or deficiencies in the proposal submissions, and the Township may select the proposal which it deems, at its sole discretion, to be best suited for the intended purpose, and which best serves the interests of Worcester Township and its residents.
2. Consultants who chose to participate in this RFP process will receive no compensation from Worcester Township for their submissions.