DRAFT-VERSION

REQUEST FOR PROPOSALS (RFP)

FOR

PROFESSIONAL SERVICES

FOR DEVELOPMENT OF THE KIDDER TOWNSHIP COMPREHENSIVE PLAN

TOWNSHIP OF KIDDER, COUNTY OF CARBON, PENNSYLVANIA

ADVERTISED
January XX, 2007

Prepared by:

Kidder Township Environmental Advisory Council
and Kidder Township Planning Commission
PO Box 576
Lake Harmony, Pa 18624

NOTICE
REQUEST FOR PROPOSALS (RFP)
KIDDER TOWNSHIP COMPREHENSIVE PLAN

ANNOUNCEMENT

The Township of Kidder, Carbon County, Pennsylvania is soliciting written proposals from prospective planning consultants prior to formally requesting them to provide professional services to assist in the development of the Kidder Township Comprehensive Plan. The principal goal of the overall project will be to develop a) a new Comprehensive Plan, b) a Greenways and Open Space Plan, and c) a Non-Motorized Recreational Trails Plan for the Township of Kidder that meets the requirements of Article III of the Pennsylvania Municipalities Planning Code (MPC) (Act of 1968, P.L. 805, No. 247, as enacted and amended) and the requirements of the Township. The new Kidder Township Comprehensive Plan will update the 20-plus year old existing comprehensive plan and be a key component providing direction for the many planning, environmental, community development, and revitalization initiatives underway or to be taken in the Township. The project will be conducted in two Phases. Phase 1 will entail the effort to develop the new Comprehensive Plan along with the Greenways and Open Space Plan and the Non-Motorized Recreational Trails Plan. Phase 2 will entail a review of and recommendations for revision of the existing Kidder Township Sub-division and Land use Ordinance (SALDO) and the Kidder Township Zoning Ordinance. The purpose of Phase 2 is intended to result in new ordinances which are compatible and consistent with the newly adopted Comprehensive Plan resulting from Phase 1 efforts.

A portion of the funds to be used for the Kidder Township Comprehensive Plan project is to be provided through a Pennsylvania Department of Community and Economic Development (DCED) land use Planning and Technical Assistance Program (LUTAP) grant and other grants as applicable and appropriate (from DCNR and other sources) in addition to funding as provided by the Township.

The Township of Kidder is seeking proposals from qualified consultants with experience in developing a comprehensive plan suited for a rural, resort-oriented community. The project will include data collection and analysis, issue identification, public and community participation, and the development of long- and short-range implementation strategies. The total project is to be performed in a phased approach over a 24-month time span. Phase 1 effort is defined in the Scope of Services section of the RFP and is to be completed within 12 months of letting the contact for the Phase 1 professional services. Additional work items identified as “Phase 2 Work Items” in the Scope of Services section may be performed immediately after completion of the Phase 1 effort over an additional 12-month time span. It is anticipated, but not decided, that Phase 2 work will be accomplished by the Phase 1 participating planning consultants.

All prospective consultants interested in submitting a proposal are encouraged, but not required, to attend a "Pre-Proposal Meeting" to be held by the Kidder Township Comprehensive Plan Committee (consisting of members of the Kidder Township Environmental Advisory Council, Kidder Township Planning Commission, and other members as appointed at the discretion of the Township Supervisors) on November 30, 2006 in the Township Building Meeting Room, Lake Harmony Road (PA Rt 1003), Lake Harmony, Pennsylvania 18624. Prospective consultants expecting to attend the meeting are requested to notify the Township Manager's Office in advance.

A copy of the RFQ may be obtained from the township Manager's Office at the Township Building or by calling 570-722-0107. The RFP is also available through the Kidder Township web site http://www.kiddertownship.com or the State Planning Association web site http://www.planning.org . Prospective consultants shall provide the Township with contact information in the event it is necessary to distribute addenda or other information related to the RFQ.

Proposals must be received at the Township Office Building at the address listed above no later than 3:00 PM on Thursday, January 30, 2007. Eight (8) copies of the Qualifications Summary shall be submitted and directed to Robert Dobosh, Chairman, Kidder Township Comprehensive Plan Committee (KTCPC). Packages containing the Summary and any related material must be plainly marked on the outside in the following manner: **PROPOSALS FOR THE KIDDER TOWNSHIP COMPREHENSIVE PLAN"**.

Questions regarding this RFQ must be submitted via e-mail to the Township Website no later than 3:00 PM on Friday, January XX, 2007. A consolidated response to questions will be posted to the Township web site or sent by facsimile no later than Monday, January XX, 2007.

It is the sole responsibility of the prospective consultant to ensure that their Summary is received prior to the advertised deadline. Any Proposal received after the advertised deadline **will not** be considered.

Following review of the proposals received, the KTCPC will prepare a shortlist of prospective consultants to be invited to participate in interviews by the KTCPC. Members of the Kidder Township Board of Supervisors may also be invited to attend. It is anticipated that each interview would last approximately forty-five (45) minutes including the consultant's proposal presentation and approximately an additional fifteen (15) minutes for questions and answers. It is expected that the prospective consultant's Project Manager and Public Participation Spokesperson would take part in that interview. Consultants selected for interviews will be advised in writing by the Township as to the date, time and location of the interviews. The Kidder Township Board of Supervisors may decide to conduct further interviews at its discretion.

BACKGROUND INFORMATION

The Township of Kidder is a community of rich historical heritage and community spirit with a distinguished tradition of providing a high quality-of-life for its residents, merchants, and visitors. It is located in Northeastern Carbon County, Pennsylvania in a scenic and pristine traditionally recreation-oriented area of resorts and vacation activities. A community of approximately 1200 residents, Kidder Township swells to an estimated 15,000 people during peak vacation times and the area swells to roughly 250,000 during special events such as the two NASCAR races held in Long Pond, Pa each year. Kidder Township is about 7 miles from Long Pond and is located within a 45 minute drive from Allentown or Wilkes-Barre/Scranton and within a 2 hour drive from major metropolitan areas such as Philadelphia, Harrisburg and New York City. Up to now, the Township has mainly been home to some full-time residents and supplemented by second-home owners or real estate investors.

Kidder Township's greatest present economic assets are the various lakes, ski areas, golf courses, and State Parks and Game Lands located within its boundaries. However, like many communities within the Commonwealth of Pennsylvania, rapid development is changing the character of the area toward a more suburban/bedroom community orientation. This has put strains on the infrastructure - as existing roads and on-site septic systems are periodically inadequate for the traffic put through them. Most of the roadways servicing the Township are either State controlled or in private hands in the form of many Homeowner Associations in the various developments within the Township. The Township has recently completed a $13 million project to voluntarily acquire and expand a central sewage plant for a portion of the Township surrounding Lake Harmony. Storm water runoff and ground water recharge are major concerns with the additional housing, paving and construction in the area.

Through the assistance provided by the Pennsylvania Department of Community and Economic Development's (DCED) Land Use Planning and Technical Assistance Program (LUTAP) and potentially other agency participants, the Township intends to completely revise its 20 year old Comprehensive Plan and include portions addressing Greenways/Open Space and Non-Motorized Recreational Trails. Subsequent to the Plan revision, the Township intends to revise and update its current Zoning and Subdivision and Land Development Ordinances (SALDO) to ensure that they are consistent with the new Comprehensive Plan. The Township is currently in process of creating and adopting (by necessary ordinance) an Official Map for the Township of Kidder in Carbon County, Pennsylvania. The Kidder Township Environmental Advisory Council (KTEAC) and the Kidder Township Planning Commission (KTPC) intend to contribute substantial man-hours of volunteer time to these efforts.

The Township seeks to develop a comprehensive plan that will drive its 21st Century development off its recreation and resort-oriented, scenic-vistas character. The township intends the plan and subsequent ordinance revisions to lay the foundation for revitalizing a small business district and attracting new economic growth generators through zoning and land use regulations that maintain the character of the current mountain village atmosphere found throughout the Township. The Township also

intends to encourage capital facilities and infrastructure development through State and private developer auspices via cooperative-developments agreements and a wide range of quality-of-life initiatives throughout the community.

CONSULTANT QUALIFICATIONS

The selected consultant shall consist of a multi-disciplinary team of experienced professionals with demonstrated familiarity and experience with the requirements of the Pennsylvania MPC. The Prospective Consultant must have demonstrated experience in successfully dealing with issues and results in rural areas similar to Kidder Township. Although a single firm may have the necessary expertise in-house, interested firms are strongly encouraged to form the most appropriate project team possible. At a minimum, the team should consist of (1) an experienced planner with rural area comprehensive plan development experience, (2) a registered engineer experienced In municipal services, (3) a landscape architect experienced in hilly/mountainous area community planning and design, (4) a planner or other professional experienced in village revitalization and planning efforts within small rural/resort-oriented communities, and (5) other necessary supporting technical personnel.

The selected consultant must identify/designate a Project Manager and a Public Participation Spokesperson for the consultant team. The Project Manager shall participate in all project-related activities involving the Kidder Township Board of Supervisors, the Kidder Township Comprehensive Plan Committee (KTCPC), and the public. The Public Participation Spokesperson shall participate in all public meetings or forums. However, the other required project staff shall also play an active role in the planning and meeting process. Interested firms should feel free to add any other staff to the project team who can contribute to the quality of the planning process and the final plan document(s).

CONSULTANT SELECTION

Prospective consultants shall become familiar with the selection process to be used by the Township. The following events and activities will constitute the consultant selection process:

1) Interested consultants are encouraged, but not required, to attend the "Pre-Proposal Meeting" at 7:00 PM, MONTH DD, 2007 in the Meeting Room at the Township Building located at the address noted above.
2) The KTCPC will review all proposals received from prospective consultants, conduct consultant interviews (if warranted), and make a recommendation to the Kidder Township Board of Supervisors for selection of the consultant whose proposal most closely meets the requirements of this RFP and satisfies the township's needs, all things considered, including understanding of the Township's characteristics, understanding of the project, experience and capabilities, and costs. The following grading list is intended as an evaluation aid and is not to be construed as the sole selection criteria. In its evaluation and selection of a consultant, the township intends to consider all factors that it deems appropriate, including, but not limited to, interviews, quality of thought, and compatibility. The KTCPC will evaluate each written proposal and grade each in accordance with the following criteria:

a) The proximity of the consultant(s) to the Township of Kidder. This encourages but does not require that prospective consultants responding to the RFP are located close enough to the Township to be familiar with and responsive to the community's needs. Prospective consultants should identify the location of the principal office from which work on the project will be conducted. They should explain how they are familiar with the Township and its community needs.
b) The extent to which the proposal "Statement of Project Understanding" demonstrates an understanding of the purposes and need for the project.
c) The professional experience of the consultant(s) submitting the proposal – the "breadth" as well as the "depth" of each consultant's professional and technical capabilities/expertise, experience, and skills – will be considered. Of particular importance will be the consultant's demonstrated experience and skills in small business district revitalization and planning for resort/rural community growth.
d) Taken individually and as a whole, the professional experience and qualifications of key staff members of the project team. Of particular importance will be the demonstrated experience and skills of team members in small business district revitalization and planning for resort/rural community growth.
e) An evaluation of the proposed "Work Program" of techniques and methodologies to accomplish the Scope of Services, along with an evaluation of the extent to which the project team has demonstrated a capacity for professional creativity, innovation. And the use of contemporary planning approaches will be conducted.
f) The extent to which the proposal demonstrates cost effectiveness. In particular, KTCPC will evaluate the hourly rate schedule for assigned staff with respect to the numbers of hours that each individual will be assigned to devote to the specific tasks outlined in the RFP. The proposal should clearly and distinctly identify hours and costs associated with completion of the "Phase 1" work scope and estimate costs for "Phase 2" work scope as set forth in the RFP.

3) Following review of the proposals received, the KTCPC may prepare a shortlist of prospective consultants to be invited to interviews by the KTCPC. Members of the Kidder Township Board of Supervisors may also be invited to attend. It is anticipated that each interview would last approximately forty-five (45) minutes including the consultant's proposal presentation and approximately fifteen (15) minutes for questions and answers. It is expected that the prospective consultant's Project Manager and Public Participation Spokesperson would take part in that interview. Consultants selected for interviews will be advised in writing by the Township as to the date, time and location of the interviews. The Kidder Township Board of Supervisors may decide to conduct further interviews at its discretion.
4) The KTCPC will make a recommendation to the Kidder Township Board of Supervisors, including a list of the prospective consultants in preferred order for selection. The Board of Supervisors will make the final decision concerning consultant selection and the election to enter into contract negotiations.
5) Any prospective consultants selected for interviews will be apprised of the Township's ultimate determination in writing.
6) The RFP is not subject to a competitive bidding process, and ant contract entered into as a result of any proposal will not be based on the concept of the "lowest responsible bidder" nor the highest point ranking of proposals evaluated. Selection will be based on the anticipated overall value to the Township.
7) The township has the right to reject any and all proposals, waive any irregularities, reissue all or part of this RFP, and not award any contract, all at its discretion and without penalty.

8) Soliciting proposals and granting exclusive negotiation rights do not commit the Township to accept any terms of any proposal. Final terms of any agreement will be determined by direct negotiation and all agreements are subject to the approval of the Kidder Township Board of Supervisors and the Township Solicitor.
9) Negotiations may be suspended or terminated at any time that it is determined that additional negotiations would be unproductive.
10) Submission of a proposal constitutes express acceptance of all provisions of the RFP, including any addenda.

SCOPE OF SERVICES

The Kidder Township Comprehensive Plan Committee (KTCPC) has developed the following Scope of Services for preparation of the Kidder Township Comprehensive Plan that will satisfy the requirements of Article III of the Pennsylvania Municipalities Planning Code (MPC). For the purposes of this RFP, the terminology "Comprehensive Plan" will mean that document as delineated in the MPC but also include the separate Greenways and Open Space Plan and the Non-Motorized Trails Plan as and where appropriate.

I. PHASE 1 ITEMS

a) Background Studies

This task is essentially a data gathering effort, compiling available information to assist in describing natural and man-made conditions, community facilities, and socioeconomic and demographic trends.

The KTCPC, which consists of members from the Kidder Township Planning Commission, the Kidder Township Environmental Advisory Council, and any Township-appointed members-at-large, intends to contribute volunteer time to develop the background studies of the comprehensive plan within the Phase 1 project period. The consultant will provide oversight to the members of the KTCPC on this element in addition to any fact finding/documentation tasks needed to support that effort.

b) Develop Goals and Objectives

This task will set the framework through which the component elements of the Comprehensive Plan will be developed. The consultant, in consultation with the KTCPC, and other stakeholders, will identify community goals and objectives. They will be refined and further developed based on constraints, problems, needs, and opportunities identified through evaluation of the background studies and component elements of the Comprehensive plan. This task must involve the identification of principles, assumptions, and policies used to support the discussions and recommendations that will be presented in the plan document.

c) Develop Component Elements of Plan

The proposed component elements of the Kidder Township Comprehensive Plan (updated plan) are presented below, including those requires by the MPC.

(1) Community Planning and Public Participation - This task shall encompass efforts to encourage community involvement and public participation to aid in the development of the plans. It must provide a means by which to solicit citizen and community input to the planning process. The Township is interested in an innovative public participation element of the planning process that may include hands-on community input related to strategic planning for the long range future of the area.

(2) Physical Environment, Natural & Historic Resources - This task shall include the review, identification, and description of the physical setting of the Township as well as significant natural, historic, and cultural resources. The importance of creating an inventory of features and resources is to effectively propose measures for their preservation and inclusion on the Township's Official Map as appropriate.

(3) Demographic Character & Trends – This task shall involve the review and description of the population and demographic character of the Township. This information will be utilized to project population trends (to the year 2026) and evaluate the future needs of the Township.

(4) Community Services & Utility Facilities – This task shall include the review, identification, and description of public, semi-public, and private community facilities. Based on the population trends of the Township, the consultant will also project future needs for these facilities. Such facilities may include utilities (water, sewer, electric, etc), municipal and volunteer services (police, fire, ambulance/rescue squads, etc), schools, medical facilities, recreational areas, and cultural services. This component of the plan shall evaluate present condition and future infrastructure needs relative to wastewater treatment, storm water management, groundwater recharge, lake/stream water quality and water distribution. It is noted that the KTEAC is currently working on storm water management plans, Act 167 watershed plans, recreational trails in the Township, grading ordinances, and an Official Map. The consultant shall coordinate with the KTEAC and integrate their efforts into the Kidder Township Comprehensive Plan. The consultant shall also coordinate with the Township Engineer to integrate the findings and recommendations into the Kidder Township Comprehensive Plan

(5) Transportation – This task shall identify, describe, and indicate the jurisdiction of roadways in the Township. The consultant will evaluate circulation systems and roadway capacities to make recommendations for improvements based upon existing and projected conditions. This component of the plan shall also involve a discussion of non-traditional means of transportation such as bikeways and trails and describe measures to promote bicycle and pedestrian mobility. It is noted that KTEAC is currently working on a multi-use trail system and the consultant shall coordinate with the KTEAC to integrate these plans into the Kidder Township Comprehensive Plan. The consultant shall also coordinate with the Township Engineer and Roadmaster to integrate the findings and recommendations into the Kidder Township Comprehensive Plan.

(6) Housing – Over the past three decades, it is commonly accepted that the percentage of full-time resident homeowners has increased relative to the total property ownership rolls in the Township. The number of retirees making full-time use of formerly vacation properties has also increased. The number of properties purchased and/or constructed for rental use

has risen significantly as well. The consultant shall inventory existing properties based upon available information and categorize that inventory by residential and rental uses. The consultant shall also review and analyze the current and projected new construction trend in the Township so that future housing and Zoning needs can be addressed in a logical manner consistent with the overall future growth strategy adopted by the Township. The consultant shall work with the Planning Commission to utilize these new database resources to develop a comprehensive housing and land use plan. The database is intended to interface with software to be purchased by the Township for data management and planning purposes.

(7) Economic Conditions - This task shall consist of defining baseline labor and wealth data for the Township, including those elements that contribute to the local regional economy. The consultant will include an evaluation of the characteristics of the local labor force, an inventory of industrial, commercial, retail, and resort/recreation based economic contributors, and identification of underutilized and undeveloped industrial and commercial areas.

(8) Land Use - This task shall inventory and identify existing land uses within the Township as well as those abutting the Township in adjacent municipalities. The consultant will identify emerging land use issues and discuss the character of the community and those aspects to be preserved and perpetuated. Encouraging village form traditional neighborhoods and mixed-use development is a high priority for the Township. The consultant will develop a land use element of the plan that will lay the foundation for innovative land use regulations that encourage mixed-use development and a traditional village form within the residential areas of the Township.

The Township is largely comprised of State Parks and Game Lands, so it has limited remaining vacant land suitable for development and wishes to preserve the open scenic qualities which attract visitors and residents to the area in the first place. The consultant will coordinate with area developers and developments to gather and evaluate input from this portion of the community and to ensure that future land uses are consistent with that vision. The consultant will prepare to also make recommendations as to future Zoning Ordinance and Subdivision and Land Use Ordinance (SALDO) revisions needed to support that vision as part of the Phase 2 effort.

(9) Function & Form of Government - This task shall involve a description of the Township's form of government as well as the identification of its advisory councils, commissions, authorities, and intergovernmental organizations that the governing body participates in with regard to regional affairs. This element of the plan will also preliminarily identify and evaluate the consistency among and between local plans, codes, and ordinances. The consultant will identify deficiencies in the land use governance policies of the Township and provide recommendations for amendments to be implemented as part of Phase 2 of the overall effort.

d) Develop Implementation Strategy
This task will include the determination of the extent to which the Comprehensive Plan is consistent with State and County plans as well as how existing and future developments as guided by the plan is compatible with development in the adjoining municipalities.

The consultant shall identify and articulate plan recommendations and implementation strategies for both the near and ling term. The Township is particularly interested in an exceptionally strong implementation strategy – one that may be used as a model for other Pennsylvania municipalities. The Township intends the Comprehensive Plan to be a portal that encourages investment and development consistent with stated goals.

Currently, the Township does not have a plan for capital facilities and infrastructure improvements. Years of deferred maintenance, lack of a comprehensive improvement plan, and an outdate Comprehensive Plan have potentially left the Township with a backlog of needed maintenance and improvements. The consultant will coordinate with Township Staff to develop a priority list of capital infrastructure and facilities improvement needs, along with estimated budgetary implementation costs for each, in order to lay the foundation for a more extensive capital budgeting process.

The consultant will coordinate with Township Staff and the KTCPC to create a priority plan for potential projects that will guide long range development efforts.

This task will also include the Comprehensive Plan report review and coordination requirements of the MPC along with the necessary steps to adopt the plan.

e) Project Mapping

For the purpose of illustrating the Comprehensive Plan, the consultant shall provide mapping to include, at the minimum, the following:
i) Environmental, Natural & Historic Resources Mapping
ii) Community Services and Facilities Map
iii) Greenways and Open Spaces
iv) Utilities Map
v) Transportation and Circulation Map
vi) Trails Map
vii) Existing Land Use Map
viii) Future Land Use Map
ix) Development Priority Map

Where logical, any of the above maps may be combined into one map. It is preferred that the original maps be at a scale suitable for public discussion at Township meetings with the public or developers and the data be accessible via overlays so that compounding areas of concern can be highlighted. The mapping shall be compatible with the Carbon County's Geographic Information System. Report maps will be completed at scales that will reproduce to fit 8.5" x

11" or 11' x 14" formats and be suitable for posting to and viewing on the Township web site.

f) Required Meetings

The consultant shall prepare for and actively participate in the public meeting and public hearing requirements as specified in Article III of the MPC. In addition, a minimum of one (1) public meeting shall be held early in the planning process to assist with the development of community goals and objectives. The KTCPC will assist in organizing these meetings. The overall development of the Comprehensive Plan will be overseen by the KTCPC. The consultant shall be prepared to meet with the KTCPC as required on at least a bi-monthly basis to report project status and discuss interim project milestones. The consultant will meet with the KTCPC a minimum of six (6) times. All public meetings will include the Public Meeting Spokesperson assigned to the project by the consultant.

g) Deliverables

The consultant shall prepare a Comprehensive Plan report, with maps, conforming to the requirements of the MPC and including, but not limited to, an executive summary, statement of the goals and objectives of the plan, discussion and summary of data collected and analyzed for each of the component elements, summary of the public participation program, and recommendations with implementation strategies for each of the component elements. As appropriate, the consultant shall also prepare a Greenways and Open Space Plan and a Non-Motorized Trails Plan if this information is better presented in separate format from the Comprehensive Plan.

The consultant shall provide twenty-five (25) bound copies to the KTCPC for review and distribution. In addition, the consultant shall provide the draft plan report in a suitable electronic format for posting on the Township's website to allow for public access and review. The KTCPC shall compile a consolidated list of review comments to be addressed by the consultant prior to finalizing the Comprehensive Plan report.

The consultant shall prepare the final plan report and, upon its adoption by the Kidder Township Board of Supervisors, provide twenty-five (25) bound copies to the KTCPC for distribution. In addition, the consultant shall provide the final plan report in a suitable electronic format for reproduction and posting to the Township's website.

II. PHASE 2 ITEMS

In addition to the Comprehensive Plan-related tasks described above, the Township has identified the following Phase 2 Work items that may be undertaken by the consultant following adoption of the Comprehensive Plan.

"Work Programs" and fee estimates for these items shall be separate and distinguishable from that for the Comprehensive Plan Phase 1 Work Items.

a) Zoning Ordinance Revision

Building upon the findings of the Comprehensive Plan, the Township will seek to revise its existing Zoning Ordinance to accommodate the goals, objectives, and recommendations of the plan.

The consultant shall prepare a revised Zoning Ordinance in compliance with the requirements of Article IV of the MPC, focusing on innovative uses and solutions. Specifically, the Township is interested in the following aspects of a revised Zoning Ordinance:

i) Traditional Neighborhood (TND) Zone or Overlay District - The year 2000 revisions to the MPC promote innovative planning techniques that allow communities to encourage traditional neighborhood design through land use ordinances. The Township is interested in using TND ordinance or mixed-use concepts provision in the MPC to regulate development in a number of areas within the township relating to new developments.

b) Subdivision and Land Use Development Ordinance (SALDO)

Throughout 2004 and 2005, the KTCPC has worked internally to revise and update portions of the Township's SALDO. The Township understands that these efforts have been necessary to bring the SALDO into compliance with the MPC.

The Township also recognizes that with adoption of the new Comprehensive Plan and prospective revised Zoning Ordinance, the SALDO will need to be revised again in order to ensure the consistency of intent of each of these planning documents – particularly in terms of the use of the innovative techniques discussed above.

The consultant shall review the SALDO as needed and make comprehensive revision recommendations to establish consistency among the Township's land use planning and regulation documents.

PROPOSAL FORMAT

All proposals must be in written form, bound along the left edge, and shall not exceed thirty (30) pages in length with the exception of the cover letter, table of contents, and resumes as cited below. Page format shall be 8.5" x 11" in size, single-sided, with margins no smaller than ½ " on all sides. Text shall be single spaced, with a font size no smaller than 10 points. Single sheet cover pages and section dividers are permitted and will not be counted in the thirty (30) page limit of the proposal unless they are presented as integral to the information offered in the proposal. Proposals not conforming to these requirements are subject to rejection from further consideration.

Proposals must, at a minimum, include the information as follows:

1) Cover Letter - A cover letter must be included and directed to Robert Dobosh, Chairman Kidder Township Comprehensive Plan Committee. The cover letter shall include a description of the project team and its organization and identify the location of the office(s) where the services will be performed. The letter shall briefly state the consultant's understanding of the services to be provided and verify their availability to undertake the project. The letter shall also identify any requirements of the RFP not addressed by the consultant and the justification. The letter shall cite the individual who will be the primary point of contact for the township for matters relating to the proposal and be signed by an individual authorized to commit the company to the project. The cover letter shall not exceed two (2) pages in length, and will not be included in the thirty (30) page limit of the proposal.
2) Table of Contents - Provide a table of contents listing each section of the proposal, including any appendices and/or attachments specified in the RFP and any additional materials submitted. The table of contents shall mot exceed one 91) page in length, and will not be included in the thirty page limit to the proposal.
3) Project Understanding - A written "Statement of Project Understanding" must be submitted. The "statement" must clearly demonstrate that the consultant understands the scope and intent of the Kidder Township Comprehensive Plan Project. Further, the "statement" must indicate that the consultant has a solid grasp of the associated requirements of the Pennsylvania Municipalities Planning Code.
4) Experience and Qualifications – A discussion of the experience and qualifications of the consultant to complete the "Base Work Items" described in the RFP. This section shall also discuss the consultant's experience and qualifications to complete the "Separate and Optional Work Items" described in the RFP. The experience and qualifications of any subcontractor(s) as they relate to this project shall also be discussed. Proof of Pennsylvania licensure, where required, shall be supplied.
5) Project References – A list of key project personnel for the consultant and any subcontractor(s) shall be provided. This section shall contain the names of key personnel proposed to work on this project along with a description of their experience and qualifications to perform the tasks to which they will be assigned. An organization chart showing team members, their responsibilities, and lines of communications shall be included in this section. Resumes for key personnel emphasizing similar project experience and identifying their duties on those projects shall be included as an Appendix to the proposal and will not be included in the thirty (30) page limit to the proposal.
6) Work Program – A written "Work Program" that presents the consultant's technical approach to the project requirements and the techniques and methodologies to be used to complete the Phase 1 Work Items under the Scope of Services outlined in the RFP. The section shall also include a preliminary project management plan that includes specific task descriptions and how the tasks will be accomplished. Include in this section a listing of any subcontractor(s) to be used along with each of their responsibilities. A discussion of the consultant's approach to quality control/quality assurance, communications with the KTCPC, Board of Supervisors, subcontractor(s), the public, and other interested parties: and project status reporting shall be included in this section. This section shall also discuss the consultant's technical approach to be used to complete the Phase 2 Work Items described in the RFP.

7) Fee Estimate – A detailed budget for the project will be provided. The consultant shall provide a "not-to-exceed" lump sum fee for professional services required to complete the Scope of Services for the Phase 1 Work Items described in the RFP, and a non-binding lump sum fee for professional services required to complete the Scope of Services for the Phase 2 Work Items described in the RFP. The consultant shall provide a detailed breakdown of the lump sum costs provided. The detailed breakdown shall include hourly rate schedules and number of hours assigned to each of the project personnel assigned to each task, a cost allocation between the prime consultant and any subcontractor(s), and a summary of non-labor costs and reimbursable expenses.
8) Project Schedule – A detailed proposed project schedule shall be provided. The schedule shall identify the anticipated duration and relationship of tasks identified in the Scope of Services, highlighting interim and project milestones.
9) Certification of Insurance - Certification of adequate and appropriate insurance coverage shall be provided. The consultant shall certify that it and any subcontractor(s) have in effect, for the duration of the project, general and professional liability insurance coverage to the limits cited in the RFP.
10) Disclosure of Interests – A disclosure of any known competing conflicts of interest for the consultant and any subcontractor(s), including the consultant's work for persons who own land or have development interests in the Township shall be provided.

ADDITIONAL GENERAL INFORMATION

A. If it becomes necessary to revise any part of the RFP, an amendment will be issued to all prospective consultants who requested or otherwise received a copy of the RFP and provided the township with contact information.
B. Except where modifications are agreed upon in writing by the Township and the selected consultant, the selected consultant will be required to perform all responsibilities and complete all work described in the RFP. Further, the Township will consider the selected consultant to be the sole point of contact with regard to contractual matters.
C. The selected consultant, and any subcontractor(s), must comply with all applicable State and Federal regulations including, but not limited to, all anti-discrimination requirements.
D. If any key personnel assigned to the Kidder Township Comprehensive Plan project by the selected consultant or any subcontractor(s) should resign or otherwise terminate employment, the selected contractor is required to immediately notify the Township of such action. The selected contractor will discuss with the Township its plan to replace such staff with an individual of comparable qualifications at no additional cost to the Township.

E. The selected consultant and any subcontractor(s) shall be required to maintain insurance that satisfies the types and minimum amounts of coverage listed below for the duration of the project and will be required to provide Certificates of Insurance to the Township.

Type of Policy	Single Event Limit of Liability
a. Standard Workers' Compensation	Statutory
1. Employee Liability	$500,000
b. General Liability for	$1,000,000 each occurrence
1. Bodily Injury & Property Damage	
2. Comprehensive	
3. Premises – Operations	
4. Contractual Insurance	
5. Independent Contractor & Subcontractor	
c. Automobile Liability	$1,000,000 each occurrence
1. Owned	
2. Non-owned	
3. Hired Vehicles	
d. Professional Liability	$1,000,000 each occurrence

F. All materials submitted become the property of the Township of Kidder and may be returned at the Township's option. Proposals submitted to the Township may be reviewed and evaluated by any person at the discretion of the Township. The Township has the right to use any or all ideas presented in response to the RFP.

G. The Township of Kidder shall not be liable for any costs incurred by any prospective consultant or any subcontractor(s) in responding to the RFP.

H. As stated in the Announcement, questions regarding this RFP must be addressed via email to www_____ no later than 3:00 PM on Friday MONTH DD, 2007 . A consolidated response to questions received will be posted to the Township's website no later than MONTH DD, 2007.