

**Request for Proposals
Garrett County Comprehensive Plan Update
Garrett County Government
RFP #17-0926**



**Due Date: September 26, 2017
2:00 P.M. (Local Time)**

**GARRETT COUNTY
PURCHASING DEPARTMENT**

313 East Alder Street, Room 104
Oakland, Maryland 21550

(301-334-5003)
Fax (301-334-1985)
E-Mail purchasing@garrettcountry.org



Brian E. Bowers, CPPB
Purchasing Agent

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Assistant Purchasing Agent

Susan M. Wolf
Administrative Assistant II

**REQUEST FOR PROPOSALS
GARRETT COUNTY COMPREHENSIVE PLAN UPDATE**

The Board of County Commissioners of Garrett County, Maryland will accept sealed proposals from qualified Consultants to update the Garrett County Comprehensive Plan.

Proposal documents may be obtained in person from the Garrett County Purchasing Department, 313 East Alder Street, Room 104, Oakland, Maryland 21550. A copy of the proposal documents can also be downloaded from the Purchasing Department's web site at <http://www.garrettcountry.org/Purchasing/Current-Bids>. Inquiries may be made by calling (301) 334-5003.

Sealed proposals must be submitted to the Garrett County Purchasing Department, 313 East Alder Street, Room 104, Oakland, Maryland 21550 on or before Tuesday, September 26, 2017 at 2:00 P.M. (local time). Five (5) copies of the proposal should be submitted enclosed in a sealed envelope and should be clearly marked, "Request for Proposals-Garrett County Comprehensive Plan Update" on the outside of the envelope. Any proposals received after the time due will not be considered and shall be retained as documentation for the proposal file.

The Board of County Commissioners of Garrett County, Maryland reserves the right to accept or reject any or all proposals, to cancel this request and to waive technicalities in any part thereof deemed to be in the best interest of Garrett County.

By Order of the Board

A handwritten signature in black ink that reads "Brian E. Bowers".

Brian E. Bowers, CPPB
Purchasing Agent
Garrett County Purchasing Department

Request for Proposals – Garrett County Comprehensive Plan Update
Garrett County Government
RFP #17-0926

1. Introduction:

- 1.1.** The Board of Garrett County Commissioners will accept sealed proposals from qualified Consultants to update the Garrett County Comprehensive Plan.
- 1.2.** All proposals must be sealed and clearly marked, “Request for Proposals – Comprehensive Plan” and be submitted to the Garrett County Purchasing Department, 313 East Alder Street, Room 104, Oakland, Maryland 21550 on or before Tuesday, September 26, 2017 at 2:00 P.M. (local time). Consultant’s are required to submit an original and five (5) copies of their proposal at the time of submission.
- 1.3.** Consultants are responsible for ensuring that their proposals are time and date stamped by the Purchasing Department personnel before the deadline indicated. Proposals and/or addenda pertaining thereto, received after the announced deadline will not be considered and shall be retained as documentation for the file.
- 1.4.** Nothing herein is intended to exclude any responsible Consultant or in any way restrain or restrict competition. On the contrary, all responsible Consultants are encouraged to submit proposals. The Board of County Commissioners of Garrett County, Maryland reserves the right to accept or reject any or all proposals, to cancel this request and to waive technicalities in any part thereof deemed to be in the best interest of Garrett County.
- 1.5.** Any proposal submitted must be signed by an individual authorized to bind the Consultant. All proposals submitted without such signature will be deemed non-responsive and may not be considered.
- 1.6.** If you desire not to respond to this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. If you are a registered vendor, failure to comply may be cause for the removal of your company’s name from the bid list for this service.
- 1.7.** As is more fully explained throughout this Request for Proposal (“RFP”), an award, if made, will be made to the responsible Consultant whose proposal is most advantageous to the County, taking into consideration cost and the evaluation criteria used in the evaluation of the proposals received.

2. Project Introduction:

2.1. In order to remain consistent with the State of Maryland's Planning Policies, the Planning Commission and the Board of County Commissioners are required to review and if necessary revise and expand the County's Comprehensive Plan every ten (10) years. The last Comprehensive Plan was completed in 2008 and therefore an update is needed. The proposed Comprehensive Plan for Garrett County is intended to:

- 2.1.1.** Serve as a guide to public and private actions and decisions to ensure the development of public and private property in appropriate relationships;
- 2.1.2.** Help public officials and residents understand the potential effects of increasing or decreasing growth and development on the environment and on public infrastructure and services;
- 2.1.3.** Define a vision for the County;
- 2.1.4.** Serve as the basis for making policy decisions, such as how to plan for an aging population, how to reverse the declining school age population trend, how to best pay for needed facilities and infrastructure, and how to manage needed revitalization within our existing municipalities and communities. The plan must comply and be consistent with all state regulations as found in the Land Use Article and the State's eight (8) visions and shall be approved by the Board of County Commissioners and all other pertinent bodies bound to this document.

2.2. Existing local and state data shall be used whenever possible. The following information shall be provided to the successful firm by the County:

- 2.2.1.** Garrett County's Comprehensive Plan (2008 and prior)
- 2.2.2.** Garrett County's Land Preservation, Parks and Recreation Master Plan (currently being revised)
- 2.2.3.** Garrett County's Water and Sewer Plan (2014 and prior)
- 2.2.4.** A variety of County GIS databases
- 2.2.5.** Data pertaining to all pertinent local programs
- 2.2.6.** Garrett County Heritage Plan (2011 and prior)
- 2.2.7.** Deep Creek Watershed Management Plan (2016)
- 2.2.8.** Deep Creek Lake Watershed Economic Growth and Planning Analysis Study (2004)
- 2.2.9.** Any other pertinent documentation as needed

3. Project Description:

3.1. Garrett County, Maryland desires to undertake an update of its Comprehensive Plan. Garrett County is a rural county located in the far westernmost corner of the western panhandle of the State of Maryland. The 2010 Census recorded a total population of 30,097; however, current estimates as of July 1, 2016 place the County's population at 29,425, a decrease of 2.2%. The County has a total land area of 423,678 acres. It is

bordered on the north by the State of Pennsylvania, on the west and south by the State of West Virginia and on the east by Allegany County, Maryland. Recreation and tourism are very significant elements of the Garrett County economy. Deep Creek Lake is a popular destination and resort for seasonal residents and vacationers causing the population of the County to nearly double during peak summer vacation time. The existing County Comprehensive Plan was adopted in 2008, at a time when growth pressure and development were at its historical peak for the County. Since the market crash, growth and development has slowed and the trend has reversed. The current plan is in need of review to reflect current development trends and demographic information as well as current local and State planning and development policies.

- 3.2.** Consultants are expected to collect and analyze information, including demographic, environmental, economic, community development patterns and other pertinent data required to comprehensively revise and update all elements of the existing plan. Consultants must be familiar with the Land Use Article of the Annotated Code of Maryland and those sections of Title V of the State Finance and Procurement Article of the Code pertaining to the relationship between State and local planning. Requirements contained within these codes should be reviewed prior to developing the proposed work program.
- 3.3.** The Consultant will be expected to provide recommendations regarding appropriate development densities for growth and non-growth areas as well as controlled measures to protect identified sensitive areas and recommended preservation areas. The Consultant should be able to understand State measures at preservation and make recommendations that balance existing preservation mechanisms with growth needs and challenges.

4. Scope of Services:

- 4.1.** The Plan must contain those elements and element characteristics as required and identified in §3-102 of the Land Use Article. Working with the Board of County Commissioners, the Garrett County Planning Commission and local citizens, the successful Consultant will prepare a comprehensive plan updating the existing chapters of the 2008 Comprehensive Plan as follows. The Planning Commission is interested in creating a document that is concise, easy to read and actionable, while still meeting all the state requirements for comprehensive plan documents.

Chapter I Introduction

1. Plan Process
2. Past to Present – Where we've been and where we are
3. Future – Where we want to be

Chapter II Sustainable Environment

1. Land Use

2. Water Resources
3. Sensitive Areas
4. Mineral Resources

Chapter III Vibrant Economy

1. Deep Creek Lake
2. Infrastructure
3. Transportation
4. Economic Development

Chapter IV Thriving Population

1. Housing
2. Facilities and Services

Chapter V Action Plan

4.2. Chapter I – Introduction to the Plan

1. Plan Process

This section should briefly present the background, context and purposes of the Comprehensive Plan. This section is to explain why the plan is being prepared and identify the required elements and planning process set forth in the Land Use Article.

2. Past to Present – Where we've been and where we are

This section should describe the physical conditions of Garrett County to orient the reader to the County's geography. Information about past development patterns and present conditions will be summarized. This information will include population and housing statistics as well as assessments of transportation networks, environmental resources, community facilities & services and economic development.

3. Future – Where we want to be

This section will analyze projected land use, population, facilities, economy and resources based on trends and statistical analysis. The population growth scenario prepared by the Dept. of Planning & Land Management should be referenced to give insight to the Consultant. This section will include a statement of visions, goals and objectives to serve as a guide for the future growth and development of Garrett County. The County's visions will be analyzed alongside the State's major vision statements, to ensure a logical correlation exists. This section will also segue into the rest of the document by emphasizing a vision for Garrett County with a sustainable environment, vibrant economy and thriving population.

4.3. Chapter II – Sustainable Environment

The chapter should begin by defining what we mean by a ‘sustainable environment’ and what it might look like in Garrett County. It should re-state the goals discussed in Chapter I that were specific to the environment.

1. Land Use

The land use subsection will analyze the current land use plan map, taking into account the general location, character, extent and interrelationship of various land uses; appropriate development densities; designated growth areas and resource areas. The Consultant is to consider the relationship between the stated land use goals in the 2008 Comprehensive Plan and the actions of the Sustainable Growth & Agricultural Preservation Act of 2012. The Consultant will determine if existing land use patterns match that which was mapped in the 2008 Comprehensive Plan and recommend changes to the map and text, if deemed necessary. Notably, the Consultant should consider the minimum lot area and minimum lot width requirements in the Agricultural Resource and Rural Resource areas. If changes are made, attention must be paid to equity with neighboring land use category requirements. One topic that may need to be vetted during the public hearing process is the controversial topic of expansion of zoned areas, exploring (1) whether there is a need and (2) what options exist besides standard Euclidean zoning.

2. Water Resources

The water resources subsection will use the current Garrett County Water & Sewer Master Plan to ensure that the Comprehensive Plan document has the most up to date information about availability of drinking water and other water resources. The Consultant will ensure that water resources will be adequate for the needs of existing and future development proposed in the land use subsection. This subsection will also ensure suitable receiving waters and land areas are available to meet stormwater management and wastewater treatment and disposal needs of existing and future development. A discussion of source water protection, point source and non-point source discharges and total maximum daily load may be included as well.

3. Sensitive Areas

For this subsection, the Consultant will review the existing sensitive areas chapter in the 2008 Comprehensive Plan and the Sensitive Areas ordinance to ensure that goals, objectives, principles and policies within those documents are meeting the needs of the county. Sensitive areas include source water protection areas, streams and their buffers, 100-year floodplains, habitats of threatened and endangered species and steep slopes.

4. Mineral Resources

The Consultant will review the existing mineral resources chapter in the 2008 Comprehensive Plan and ensure that its goals and objectives align with the goals and objectives currently expressed within the community. The Consultant will add a section on alternative forms of energy and analyze their role in the overall network as well as any regulatory mechanisms that may need to be considered.

4.4. Chapter III – Vibrant Economy

The chapter should begin by defining what we mean by a ‘vibrant economy’ and what it might look like in Garrett County. It should re-state the goals discussed in Chapter I that were specific to the economy of the County.

1. Deep Creek Lake

Using the influence area as defined in the last 2008 Comprehensive Plan, the Consultant is to investigate the contents of that chapter of the plan as well as the Deep Creek Watershed Management Plan and other pertinent documents, to ensure that vision, policies, goals and objectives expressed within the community are being met. Bearing in mind that the nature of growth in the region is different than in 2008, the Consultant should use adjusted development capacity analyses to identify areas of potential future growth and ensure adequate infrastructure in those areas. Specific issues of concern not addressed in the Watershed Management Plan should be identified.

2. Infrastructure

This subsection did not exist in the 2008 Comprehensive Plan, but the County often experiences a lack of or inadequacy in basic infrastructure. Infrastructure includes transportation, water, sewer, broadband and electric. While water, sewer and transportation are explored in more depth in other subsections (water resources and transportation, respectively), it is important to explore not only the adequacy of the overall network but also the costs and obstacles associated with their construction and maintenance. In addition a discussion of regulatory impediments, such as the Priority Funding Area designations, that make it difficult to gain state funding and approval for infrastructure should be discussed.

3. Transportation

This subsection reviews the Transportation Chapter in the 2008 Comprehensive Plan and ensures that the general location, character and extent of the transportation network is adequate to meet future needs. Review will include the extent to which

multi-modal options are viable within the County and a look at how to properly incorporate regional transportation considerations.

4. Economic Development

The Consultant will review the Economic Development Chapter of the 2008 Comprehensive Plan as well as the County's Strategic Economic Development Plan and any other applicable plans to ensure goals, objectives and policies align with the current direction of economic development. The subsection will address questions of how to encourage business growth, what the role of technology based jobs is or should be, what workforce development is needed, how to enhance municipal revitalization efforts and what impediments to economic growth currently exist. A special focus should be on the recruitment of new small businesses while retaining and supporting expansion of existing small businesses. Another topic of discussion may center on agricultural sustainability and agritourism.

4.5. Chapter IV – Thriving Population

The chapter should begin by defining what is needed to produce and maintain a 'thriving population'. It should re-state the goals discussed in Chapter I that were specific to population. Specifically, the chapter needs to acknowledge the current population trend and look to ways to reverse that trend.

1. Housing

This subsection looks at the Housing Chapter in the 2008 Comprehensive Plan and ensure the goals, objectives and policies align with current and future needs. Special emphasis is to be given to affordable housing needs, elderly housing and housing variety.

2. Facilities and Services

The Consultant will review the Community Facilities Chapter in the 2008 Comprehensive Plan to ensure previously identified deficiencies have been met and to determine if new deficiencies have formed. This subsection will discuss education, fire/ems, public safety, law enforcement, health care, solid waste and libraries. Special emphasis will be placed on declining school age population, long term funding for education and the incorporation of workforce development into educational options.

4.6. Chapter V – Action Plan

This Chapter will consolidate all items in the overall document that recommended a specific action. Each recommended action will have an identified responsible party and a deadline for achievement of that recommendation.

4.7. Public Engagement Strategy

The successful Consultant will be responsible for a well-thought out public engagement strategy that will include at a minimum four (4) public information gathering sessions, three (3) prior to the initial draft and one (1) after, to be held in a location central to most residents within the county. Each of the three (3) sessions to be held prior to the first draft will focus on the major topic areas – Environment, Economy and Population. In addition the County acknowledges that there is no one size fits all approach to effective public engagement and encourages the applicant to design a strategy that combines a number of complementary methods of both traditional and digital engagement, not least of which will be an effective online presence that may include the use of web pages, social media and webinars.

4.8. End Products, Milestones and Meetings

1. All firms shall include in the proposal a tentative meeting schedule and review of milestones designated by the Consultant for the project. The final contract will clearly specify meetings required for this project.
2. The successful Consultant shall be responsible for providing a minimum of 20 copies of all “draft” reports and plans for review purposes.
3. The successful Consultant will be responsible for any presentations of the draft Plans to the County Planning Commission or County Commissioners. The Consultant will be required to conduct and present the draft Plan at any public hearing required by The Land Use Article of the Annotated Code of Maryland.
4. The Comprehensive Plan progress will be presented at public sessions of the County Planning Commissions and special public meetings.
5. Reproducible maps in digital form for such elements of the Plans as existing land use, transportation, sensitive areas and recommended land use will be prepared as necessary.

5. Performance Schedule

5.1 Immediately: The successful Consultant, after receiving a signed contract from the County, shall diligently start the plan updating process.

6. County’s Responsibilities

6.1 Provide to the successful Consultant with all information in the possession of the County that relates to the Scope of Work or is relevant to this project.

6.2 Examine all information presented by the successful Consultant.

6.3 Pay for any public notices associated with the development of the final reports.

6.4 Designate a person(s) to act as the County representative(s) with respect to the work to be performed for this project. Such person(s) shall have the authority to transmit instructions, receive information, interpret and define policies and decisions with respect to materials, equipment, elements, and systems pertinent to engineering firm's services.

7. Projected Timetable

The following projected timetable should be used as a working guide for planning purposes. The County reserves the right to adjust this timetable as required during the course of the RFP process:

<u>Event</u>	<u>Date</u>
RFP Issued	September 7, 2017
Question Deadline	September 29, 2017
Proposals Due	October 10, 2017
Complete Evaluation of Proposals	To Be Determined
Award Contract	November 20, 2017

8. RFP Process

8.1 Consultants are to submit written proposals, which present their qualifications and understanding of the services to be provided. Consultants are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications and solutions. The Consultant's proposal should provide all the information, which it considers pertinent to its qualifications for the project and which responds to the Scope of Services, Submittal Instructions and Evaluation Criteria describe herein. **To assist in the evaluation process, Consultants should limit their response to thirty (30) typed pages. Please be advised that the Signature Sheet and Cost Proposal Page should not be counted as part of the thirty (30) page limit. Scoring by the Selection Committee may be adversely affected if this limit is exceeded.**

9 Submittal Instructions:

9.1 The information to be submitted shall be prepared in accordance with the format guidelines below.

9.2 The maximum number of pages for your response is thirty (30) typed pages.

Supplemental information may be submitted but must be submitted separately from the specific responses required below and elsewhere in the RFP.

9.2.1 Provide information, which documents the Consultant's qualifications and experience, including its ability, capacity, skill and financial strength, and number of years experience in providing the required service. **Supplemental information may be submitted but must be submitted separately from the specific responses required below and elsewhere in the RFP.**

9.2.2 A detailed project schedule incorporating the tasks needed to complete the Comprehensive Plan update and clearly showing the ability of the Consultant to meet the project schedule. The Consultant shall include a statement concerning the current workload of the firm and its ability to meet the project schedule.

9.2.3 Cost proposal on the form provided herein.

9.2.4 A list of key staff to be assigned to the project including resumes of staff that will be responsible for the work on a day-to-day basis.

9.2.5 Expand on previous projects where expertise for this service or on projects of similar scope meeting the requirements of this solicitation have been demonstrated.

Include:

(1) Description and location of the projects, including a detailed description of your firm's responsibilities

(2) Name, phone number and email address of contact person for each project

9.2.6 An organization chart of the project team.

9.2.7 Submit the following additional data:

(1) A statement concerning whether lawsuits have been filed against the firm, its principals or any joint venture partner for misfeasance or malfeasance of professional services and, if so, a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status.

10 Evaluation Criteria:

The Selection Committee will read, review and evaluate each proposal and selection will be made on the basis of the criteria listed below. Varying weights to illustrate their importance have been assigned to the criteria listed below in the form of points. Each member of the committee during their review of each proposal will assign a final score based on the criteria. The evaluation criteria are as follows:

- 10.1** Scope and quality of services proposed and the demonstrated ability of the firm to provide all services identified in this RFP. Experience and performance in past projects. (30 points)
- 10.2** Demonstration of the firm's ability and past experience in projects of a similar nature that meet the requirements of this RFP. This includes timely completion of past projects. (25 points)
- 10.3** Cost proposal. (40 points)
- 10.4** The responsiveness of the firm to the submittal format instructions provided in Section 9. Additionally, this includes submission of the following: correct number of copies of the proposal; Signature Sheet; acknowledgements of addendums as applicable. (5 points)

Once each member of the Selection Committee has rated each proposal, a composite rating is developed which indicates the committee's collective ranking of the highest rated proposals in a descending order. At this point, the Selection Committee may request interviews of the top ranked firms. Project managers are requested to attend these meetings. The Selection Committee will conduct all subsequent interviews as necessary and will make a recommendation for the contract award to the Purchasing Agent. The Purchasing Agent will review the recommendation of the committee and present it to the Board of Garrett County Commissioners for their final approval.

11 Insurance:

- 11.1** The successful Consultant will be required to provide a copy of their Certificate of Insurance for Professional Liability Insurance in the amount outlined in the Insurance Table. This certificate holder shall be listed as the Board of Garrett County Commissioners. This certificate shall be mailed to:

Mr. Joe Schroyer, Risk Manager
Garrett County Office of Human Resources

203 South Fourth Street, Room 206
Oakland MD 21550

12 Indemnification:

12.1 The Consultant shall indemnify and hold harmless the Board of County Commissioners of Garrett County, Maryland, hereinwith the County, and its elected and appointed officials, agents and employees from and against any and all liabilities, judgments, settlements, losses, costs or charges, including attorney fees, as a result of any claim, demand, action, or suit relating to any bodily injury, sickness or disease, including death, loss or property damage or destruction caused by, arising out of, related to or associated with this work by the firm and its members, officers, agents, employees, subconsultants, or invitees. The County may require that the firm produce evidence of settlement of any such action prior to issuance of final payment.

13 Compensation to the Firm:

13.1 The Consultant will in no way be compensated for the preparation of this RFP.

14 Compensation and Method of Payment:

14.1 The method of payment will be on a fixed fee basis. The contract will provide that payments shall be made in installments as statements are submitted. Installment payments shall be computed on the basis of the amount of work completed as evidenced by the work products and documentation submitted by the firm. Payment is contingent upon the Department of Planning & Land Management's approval of both the quantity and quality of work covered by the request. Final payment shall be made to the firm following the completion of the work and acceptance of the work.

15 Contract Period:

15.1 The project shall begin as soon as possible after the County and the successful Consultant have entered into a written contract. The tentative award date is November 6, 2017. All work shall be completed by December 31, 2018.

16 Parties to the Contract:

16.1 The contract to be entered into as a result of this RFP shall be by and between the successful Consultant and the Board of Garrett County Commissioners. The

Board of Garrett County Commissioners will enter into a contract with the selected Consultant only. Each Consultant must identify and describe completely the role of each subconsultant that may be used in performing the work described in the proposal. The County must approve the selection and credentials of any subconsultants.

17 Proposals Binding 90 Days:

- 17.1** Unless otherwise specified all proposals submitted shall be binding for ninety (90) calendar days following due date, unless the Consultant, upon written request from the County, agrees to an extension.

18 Further Information:

- 18.1** Questions regarding this RFP should be faxed to Brian Bowers of the Garrett County Purchasing Department at (301) 334-1985. The Purchasing Department will formally respond to all questions via addendums to the RFP. Please be advised that questions will be entertained until 2:00 P.M. on Friday, September 15, 2017. Questions asked after this time will not be formally answered. **Any contact initiated by the firm with any County representative(s), other than the Purchasing Department concerning this RFP is prohibited. Any such unauthorized contact may be cause for disqualification of the Consultant from this procurement opportunity.**

**Request for Proposals RFP #17-0926
Comprehensive Plan Update
Garrett County Government**

Signature Sheet

My signature certifies that the proposal as submitted complies with all Terms and Conditions set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest to the County, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the County, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the County.

I hereby certify that I am authorized to sign as a representative for the firm:

Name of Firm or Individual: _____

Address: _____

Fed ID No. _____

Signature: _____ Title: _____

Telephone: _____ Fax Number: _____

Date: _____

Email: _____

To receive consideration for award, this signature sheet must be returned to the Garrett County Purchasing Department as it shall be a part of your response. Firm acknowledges receipt of Addendum(s), if any, by initialing the following:

Addendum #1 _____
Addendum #2 _____

Addendum #3 _____
Addendum #4 _____

