



BOROUGH OF SPRING GROVE

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**REQUEST FOR PROPOSAL
CONSULTANT SERVICES TO DEVELOP
THE BOROUGH OF SPRING GROVE’S COMPREHENSIVE PLAN**

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I. SCOPE OF WORK

The Borough of Spring Grove (hereinafter “Borough”) is seeking proposals from qualified planning consultants to provide professional services to develop a new, long-term comprehensive plan in compliance with the latest edition of the Pennsylvania Municipalities Planning Code (MPC) and guided by the planning principles and objectives set forth by the Pennsylvania Department of Community and Economic Development (DCED) regarding creating an implementable plan. The comprehensive plan will present a vision for the community’s future (through 2045) and a context for attaining its goals. The plan will be strategic and will outline workable action plans (focusing on the next 1 to 10 years), means of financing, and capacity to implement. The consultant to be hired will provide the full range of planning services necessary to undertake the comprehensive plan.

II. SUBMITTAL REQUIREMENTS

All proposers are required to participate in a mandatory virtual pre-application meeting (per Section III below). Ten (10) hard copies and one (1) electronic copy (thumbnail drive) of the proposal shall be submitted in a sealed envelope marked “**PROPOSAL FOR BOROUGH OF SPRING GROVE COMPREHENSIVE PLAN**” and addressed to:

Borough of Spring Grove
Attn: Borough Manager
1 Campus Avenue
Spring Grove, PA 17362

The proposal must be received no later than 4:00 PM Eastern Standard Time (EST) on Thursday, June 1, 2023.

All parties are bound by the deadline and location requirements of this RFP. Incomplete submissions will not be accepted. Proposals must be mailed, or hand delivered. Faxed or emailed proposals will not be accepted. All proposals shall remain effective for period up to one hundred and eighty (180) days from the deadline of submitting proposals and shall be signed by a duly authorized official. Proposals will be handled confidentially during the pre-award process. All documents/information submitted in response to this solicitation may be available to the public. The Borough will not be responsible for any costs associated with the oral or written presentation of the proposals. The Borough reserves the right to reject all proposals, with or without cause, and waive any irregularities or informalities in the proposal. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of all firms submitting proposals. The Borough reserves the right to re-solicit proposals.

III. MANDATORY PRE-APPLICATION MEETING

All inquiries concerning this RFP must be submitted in writing addressed to:

Borough of Spring Grove
Attn: Borough Manager
1 Campus Avenue
Spring Grove, PA 17362

manager@springgrovepa.gov

There will be a mandatory pre-application virtual Zoom meeting on **Wednesday, May 17, 2023 at 10:00 AM EST**. Interested parties should contact Mr. Gulden by email no later than Monday, May 15, 2023 at 4:00 PM EST to be registered for the Zoom meeting. No proposals will be accepted without participation in the pre-application meeting.

Deadline for inquiries is May 22, 2023 by Noon EST. Questions received will be complied and a response will be issued in the form of an addendum that will be posted on the Borough's website, www.springgrovepa.gov, no later than May 26, 2023. No verbal instructions or verbal information to bidders will be binding on the Borough. 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 website. Addenda will be faxed, mailed, or emailed upon request.

IV. GENERAL INFORMATION REGARDING THE BOROUGH

Location and Government Structure

The site of Spring Grove was laid out in 1747 on the banks of Codorus Creek, midway between York City and Hanover Borough, by a surveyor for the Penn family. Community residents petitioned the county court to incorporate as a borough in 1882, which was granted the same year. Spring Grove's growth since the mid-1700s falls into two periods, each lasting approximately 100 years. The first, due to the presence of water, iron ore and wood for charcoal, was development of the borough as an iron-making center, which ended in 1851. The second, which extends to the present day, is papermaking, again due to the presence of water and wood. Although other industries, such as brickmaking and the explosives manufacturing, have from

time to time established themselves in the borough, none have remained as long or have been as successful as the paper mill. Spring Grove today is a one-industry town, where the mill dominates the borough's economic and community life.

The Borough operates under Pennsylvania's Borough Code. The form of government established by the code is characterized by a strong and dominant council and a weak executive in terms of duties, responsibilities, and powers.

Spring Grove Council is comprised of seven members, who are elected at large to four-year staggered terms. The powers of council set forth in the Borough Code are broad and extensive covering virtually the whole range of municipal functions. The general supervision of borough affairs is in the hands of council, and many of the roles found in separate branches or levels of the state and federal governments are combined in the council members. Council serves as the legislative body by setting policy, enacting ordinances and resolutions, adopting budgets and levying taxes. Council may also perform executive functions, such as developing the budget, enforcing ordinances, approving expenditures, and hiring employees. To facilitate the legislative and executive roles of council, it has seven appointed standing committees.

- Personnel Committee: Duties include employee relations.
- General Government Committee: Duties include administration, budget and finance, tax collection and municipal buildings.
- Persons and Property Committee: Duties include police, civil preparedness, and planning and zoning.
- Health and Sanitation Committee: Duties include general health services and refuse collection disposal.
- Street's Committee: Duties include streets, alleys, sidewalks, curbs, and stormwater.
- Municipalities Committee: Duties includes sanitary sewer.
- Community Services Committee: Duties include recreation, shade trees, library, and special services.

While council may play a large role in administrative activities by overseeing the day-to-day operation of a borough government, that function is handled by an appointed borough manager.

The position of mayor is granted few statutory powers by the Borough Code. The mayor has no vote on council except to break ties; however, the mayor does have a defined veto power. Borough mayors retain limited administrative powers, chiefly centered on supervising the daily operations of the municipality's police department, although Spring Grove does not have its own police department but contracts with the York Area Regional Police Department. The borough also has an elected tax collector and an appointed auditor, the latter being a certified public accountant firm.

Overview of Government Services, Staffing, Taxes, and Fees

The Borough has six full-time employees and one part-time employee. Borough administration is carried out by the borough manager and an executive assistant. The manager also serves as the roadmaster/street superintendent, among many other functions. Other managerial staff include a

community development director and a recreation director. Four staff are responsible for public works/wastewater collection and treatment.

The borough also functions with assistance from its Planning Commission and Zoning Hearing Board. The municipal solicitor and engineer are from outside firms. With respect to land use regulation, the borough has a comprehensive plan, adopted in 2000 (attached as Exhibit A for informational purposes); zoning ordinance, adopted in 2005; and subdivision and land development ordinance, adopted in 1993. Spring Grove also has an Act 537 Sewage Facilities Plan, updated in 2014.

For emergency services, the borough is served by the York Area Regional Police Department, Friendship Hose Company No. 1, and Wellspan Ambulance. The police department, with which the borough contracts, is a full service, primary response, local law enforcement agency serving the boroughs of Dallastown, Jacobus, Spring Grove and Yoe, and Windsor and York townships. The Friendship Hose Company No. 1 is all volunteer, serving the entire borough and aiding neighboring municipalities. Wellspan Ambulance provides basic and advanced life support EMS, covering the boroughs of Spring Grove and Jefferson and portions of North Codorus, Heidelberg, and Codorus townships.

York Water Company provides water service. The borough provides sewage collection and treatment, along with administration, billing and collection for its residents and businesses. It also provides administration, billing, and collection for the New Salem Borough sewer authority. In addition, the borough performs street sweeping services to the New Salem Borough and Seven Valleys Borough. Services for the boroughs are pursuant to intergovernmental cooperation agreements.

For 2023, Spring Grove general purpose real estate tax is 6.0 mills. The resident earned income tax is 1.0 percent, which is split with Spring Grove Area School District, and the nonresident earned income tax is also 1.0 percent; however, the borough must credit liability for its nonresident earned income taxes against taxes paid at the place of residence. Other taxes include a \$52 local services tax, a 0.5 percent realty transfer tax, and a 10 percent mechanical devices tax subject to sharing with the school district.

Detailed information regarding government structure, demographics, historical financial data, financial projections, management audit, and much more can be found attached as Exhibit B, which is the Borough's Strategic Management Planning Program Report that was completed in August of 2021.

V. FORMAT OF PROPOSALS

Submissions shall be made in the following format:

1. Cover sheet with firm name, address, contact information, and project title.
2. Letter of transmittal.
3. Executive summary (1 page).
4. Consultant firm's experience and references, including Comprehensive Plan (as defined by the PA Municipalities Planning Code) experience and knowledge of Federal, State, and Local code and regulations.

5. Key Personnel to be utilized on this project and their expertise in developing comprehensive plans, as well as capacity to complete the project in a timely manner. Provide key personnel resumes as Appendix at the end of the proposal.
6. Narrative addressing the consultant's understanding of the scope of service/activities to be provided.
7. Timeline, including meeting schedule. Approach to public engagement. Schedule of meetings with Planning Commission and Borough Council.
8. Technical and price proposal of services to be provided, including but not limited to estimated time per activity, wages, travel, copies, etc.
9. Certificate of insurance detailing the amounts of all insurance coverage.

Further detail can be found in section "IX. Proposal Submission Requirements."

VI. SCOPE OF SERVICES

The consultant or consulting team will provide the planning services necessary for the completion of an implementable Comprehensive Plan for the Borough. The following sections describe the scope of work and specific deliverables. The consultant/consulting team may submit suggestions on how the scope of work can be enhanced and/or amended, plus additional details of approach, methods, etc. for carrying out the project. The successful person/firm shall be responsible for completion of the project up to and including adoption of the Comprehensive Plan.

A. Public Engagement & Participation.

Attendance and presentation at public meetings, the Borough's Planning Commission (PC) meetings, and the Council meetings is required throughout the process. Additional advisory/work group meetings should also occur during the process as needed. While attendance can often be virtual to save time and travel costs, the consultant shall assist in organizing two (2) Borough wide meetings and attend a minimum of two (2) Planning Commission, two (2) Borough Council meetings, and one (1) public hearing before Council in person.

There should be a concerted effort to stimulate and obtain public input and response during the preparation of the draft and to involve appropriate elected officials and municipal staff. The public participation process should be designed to engage as broad an audience as possible and provide real-world challenges and issues that the Comprehensive Plan will address. The consultant shall describe its proposed strategy for public participation and outreach. The public participation plan should at a minimum include:

- A scientific survey of Borough residents in collaboration with Borough staff.
- A series of neighborhood public meetings.
- A series of focus group meetings directed at specific stakeholders.

Creativity in outreach efforts is encouraged, including use of the Borough website and newsletter, which is mailed quarterly to each resident and business with the sewer/refuse bill. In consultation with the Planning Commission or its designees/subcommittees, the consultant shall develop press releases and may be required to engage local media as part of the public

participation process. Public engagement efforts should target stakeholders throughout the Borough in various settings, such as at community events or social gatherings. Feedback gathered from the public will be summarized and incorporated into the Comprehensive Plan.

B. Focus Areas.

The Borough is dedicated to continuing to build a vibrant, attractive, and sustainable community with a high quality of life for all. The Comprehensive Plan should focus on how to achieve this while meeting the requirements of the PA MPC. Specific focus areas shall include:

1. Business Attraction.

The Comprehensive Plan should describe methods to enhance business attraction to maintain and build momentum to ensure financial sustainability well into the future. Specific recommendations should list target dates to complete actions and improvements over the short-term (next 2-years), mid-term (3-5 years), and long-term (5-10 years).

2. Build on Assets.

The Borough has numerous assets that it seeks to leverage to retain and attract population and viability well into the future. The Community Park is located off Route 116 and Railroad Street. Facilities include a playground, pavilion, volleyball court, baseball field, basketball court, and walking path. A concession stand is currently being constructed and will be completed in the summer of 2023. The athletic fields can accommodate baseball teams, softball teams, and soccer teams or a large special event. A dog park, which provides separate areas for both small and large dogs, is also available at the park for pet owners' convenience. There are other parks and programs within a short distance from the Borough. The Borough will continue to partner with the Spring Grove Regional Parks and Recreational staff to bring family-oriented, healthy lifestyle activities to our residents. For more information on programs with Regional Parks and Recreation, please visit <http://www.sgrprc.com>. In addition to the Spring Grove Community Park, Borough residents also have access to the Hanover Trolley Trail. The trail is a great walking/hiking venue and a little over a quarter mile of the trail's distance crosses through the Borough. This 3.5-mile trail is a paved surface and can be used for mountain biking, walking, and cross-country skiing. More information can be found at <https://www.trailink.com/trail/hanover-trolley-trail>. A pocket park, to be located on Main Street beside the fire department, is currently in the planning phase, and it should be constructed in or around 2024. The Borough is also in the process of purchasing approximately 6.7 acres of open space from the Spring Grove Area School District, which will be used as a park. Multiple phases are being planned for its use, such as a walking trail, playground, etc.

C. Identify, articulate, and prioritize goals, objectives, strategies, and performance metrics.

The consultant's work and the comprehensive plan document will be organized based on the Borough's priorities or related focus areas or goals that emerge from the planning process, not based on a traditional template of land use plan, housing plan, transportation plan, etc. The plan document should be efficient in words, avoid jargon, and be written for use by Borough Council, Planning Commission, staff, partner groups, and citizens who will implement the plan after completion. The plan should be workable action plans for focus areas and goals – a series of strategic projects, programs, and initiatives – that emerge from the planning process. The plan should set priorities and a timetable for action based on expected results and ability to finance and implement. Action plans should include reasonable depth and detail – specific action steps, reasonable parties, proposed means of financing, and measurements of performance – to facilitate implementation after the plan is completed. The consultant is asked to include some immediate action recommendations that would provide short-term, viable results and motivate further implementation of the plan.

D. Minimum MPC requirements shall be met.

The consultant will ensure the comprehensive plan meets minimum requirements of the Pennsylvania Municipalities Planning Code (MPC). The consultant may have to address minimal subject matter not addressed in analysis and recommendations presented for the Borough's focus areas. The concentration should remain on utilizing the planning tools authorized by, and elements required by, the MPC to address the Borough's focus areas. The consultant will attend all public hearings required for the adoption of the plan.

VII. PROJECT COORDINATION

Throughout the project, coordination will be maintained between the Borough and the consultant. The consultant's approach and method must include, at a minimum:

1. An initial meeting with the Planning Commission and staff to review the project scope and establish the delivery schedule and public engagement program.
2. Regular meetings with the Borough's Planning Commission or subcommittees.
3. Gathering of input from the public through a variety of techniques to include but not necessarily limited to public workshops and surveys that will result in a wide cross section of people having been consulted.
4. At a minimum, monthly project review meetings/conference calls with key staff.
5. Preparation and presentation of draft and final plans.
6. Presentation of the final plan to the public and the Borough's Council and participation in a public hearing to formally present the plan for approval and adoption if necessary.

VIII. DELIVERABLES

The consultant shall submit the following products to the Borough in accordance with the approved Project Completion Schedule:

1. Twelve (12) printed and bound color copies of the final comprehensive plan and executive summary.
2. A complete electronic copy of the final plan in PDF format. Files shall be indexed for simplified review. The copy shall be on a thumb drive and shall be unlocked in order that the plan can be copied and distributed.
3. The consultant will be responsible for providing all necessary materials including drafts of the Comprehensive Plan at all meetings, workshops, and charrettes. The consultant shall submit electronic copies of all materials, research, GIS shapefiles, maps, etc. developed or collected over the course of plan development to the Borough in editable formats for the Borough's future use. The software packages will be agreed to prior to any work being produced. Maps should be developed for easy integration into the Borough's ArcGIS online system.

IX. PROPOSAL SUBMISSION REQUIREMENTS

The proposal must include the following information:

1. **Letter of Interest:** A brief cover letter summarizing the key points of the applicant's proposal and confirm an understanding of the Scope of Work. The letter shall provide the applicant's full name, mailing address, phone number, primary contact person, and email address. The letter should include a statement that the proposal is in response to the Borough's Comprehensive Plan RFP.
2. **Experience & Qualifications:** A brief organizational profile (no longer than one page), including background and experience of the firm(s). Location of office from which the project management will be performed. Project organization chart including key staff to be assigned and their roles in the project. Resumes, including any sub-consultants, should be attached as an appendix to the end of the proposal. Listing, description, and link to similar projects that have been completed in the past 5-years by the prime consultant and/or proposed subcontractors. Reference list (minimum of three) that may be contacted by the Borough for recently completed similar projects. A statement shall be included indicating current workload of assigned staff and their capacity to undertake this project in a timely manner.
3. **Work Program:** Overall project approach and process to be employed. Listing of proposed deliverables for each work step. Include any proposed changes/revisions to the scope of services of deliverables in order to meet project objectives. Note that the procedure for comprehensive plans as outlined in the MPC must be followed. Consultants must provide a work program for all tasks within each phase of the project.
4. **Timeline & Schedule:** Proposed project schedule including timeline of major milestones, deliverables, and completion. The project timeline should be counted in weeks or months from the date of contract award. Work may commence upon contract award and must be completed within the Contract Activity Period.
5. **Estimated Costs:** The proposal shall include a lump sum fee as well as a detailed budget. The consultant's bid must include any related expenses, such as travel. The budget for this project shall not exceed \$60,000. The proposals shall be held valid for up

to 180 days from the due date. The budget must include an hourly rate schedule and estimated number of hours to be performed by each staff member assigned to the project. If any work is to be subcontracted, the proposal should reference the specific areas and costs. Costs for GIS services and all costs related to meetings shall also be specifically broken out. Any reimbursable expenses must be clearly indicated, and an estimate provided.

The consultant / consulting team may submit suggestions on how the scope of work can be enhanced and/or amended, plus additional details of approach, methods, etc. for carrying out the project.

X. INTERVIEW

The Borough Council's Persons & Property committee, Planning Commission Chairperson, and/or staff expects to schedule interviews with any or all the applicants submitting a proposal, as agreed upon by both parties. Although interviews are expected, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information after submission of the proposal.

XI. SELECTION CRITERIA

The Borough will competitively evaluate the proposals, and will select a consultant based on the following criteria, amongst others:

- Overall quality and experience of the firm. Municipal planning experience with emphasis on preparing comprehensive plans in conformance with the PA MPC. (20%).
- Relevant qualifications and experience of the assigned personnel in preparing implementable municipal comprehensive plans and meeting objectives outlined in this RFP. Personnel shall include at least one AICP. Experience in working in similar communities in PA. (30%).
- Understanding of the Scope of Services, existing conditions, and the objectives of the project. Creativity of ideas and suggestions submitted to enhance and/or amend the scope of work and additional details of the approach and methods to carry out the project. Quality of work and organization structure with identification and prioritization of measurable goals, estimated costs and potential sources of financing, actionable timeline, quality of products and support materials. Participation plan reflecting commitment to gaining buy-in from the community and Borough Council. (30%).
- Proposed costs, with elements clearly defined and priced. Cost-saving techniques. (15%).
- Proximity to the Borough of Spring Grove. (5%).

XII. FUNDING

Fifty percent of the work on the Borough's Comprehensive Plan is expected to be funded by a Pennsylvania Department of Community and Economic Development Municipal Assistance Program grant. The contract between the Borough and winning bidder shall include: 1) the Commonwealth's official nondiscrimination clause, which states the contractor shall not

discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. 2) Conflict of interest provision that states an officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

XIII. ANTICIPATED TIMELINE

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| 1. RFP authorized by Borough Council | April 17, 2023 |
| 2. Mandatory Virtual Pre-Application Meeting | May 17, 2023 @ 10 AM EST
(Registration deadline May 15 by 4 PM EST) |
| 3. Deadline for questions | May 22, 2023 by Noon EST |
| 4. Proposals due | June 1, 2023 by 4 PM EST |
| 5. Interviews of top qualifying firms | Week of June 12-16, 2023 |
| 6. Anticipated contract award by Council | July 17 or August 21, 2023 |

XIV. RFP DISCLOSURES

The Borough reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Borough assumes no responsibility or liability for costs incurred by proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc. Following award of the contract by Borough Council, all RFP submissions are considered public records that are subject to Pennsylvania’s Right to Know laws. Materials considered confidential by the Consultant must be clearly identified and include a statement of why said records should not be considered public records.