



WEST LAMPETER TOWNSHIP COMPREHENSIVE PLAN UPDATE PROJECT REQUEST FOR PROPOSALS

The West Lampeter Board of Supervisors is seeking a consultant or team of consultants to assist the Planning Commission in preparing an updated comprehensive plan for the Township.

The Township adopted a Strategic Comprehensive Plan 2003-2020 that looked to develop a process for providing careful land use and growth to the community within designated growth boundaries, to preserve open space and farmland, and address the potential opportunities for the future of the villages of Lampeter and Willow Street. The project will result in an update to the current Strategic Comprehensive Plan that is consistent with the Lancaster County Comprehensive Plan Places2040 and will satisfy the requirements of Article III of the Pennsylvania Municipalities Planning Code, as reenacted and amended, but which emphasizes specific areas and issues as detailed in the Project Description of this Request for Proposals.

DEADLINE

Eight (8) copies of each proposal and accompanying information must be received by close of business (4:30 p.m.) on Friday, July 31st 2020 at the West Lampeter Township office, 852 Village Road, Box 237, Lampeter, Pennsylvania 17537.

Electronic copies of the current Comprehensive Plan, Village Renewal Plan and Zoning Ordinance can be provided upon request. Questions/requests must be directed to Amanda Hickman via email at amanda@westlampeter.com no later than Friday, July 17th.

TENTATIVE SCHEDULE

Release of RFP: July 1, 2020

Deadline for questions: July 17, 2020

Question responses: July 24, 2020

Submission deadline: July 31, 2020

Planning Commission review: August 20, 2020

Consultant selection: September 14, 2020

BACKGROUND

West Lampeter Township is situated in the central part of Lancaster County, Pennsylvania, and directly adjoins the City of Lancaster to the north. West Lampeter Township contains a total land area of approximately 16.4 square miles, with boundaries primarily determined by man-made lines, with the exception of the southeastern border which follows Pequea Creek, and the northwestern border which follows the Conestoga River. Adjacent communities are Lancaster Township to the northwest, Lancaster City to the north, East Lampeter Township to the northeast, Strasburg Township to the southeast, and Pequea Township to the west. U.S. Route 222, and state routes 0272, 0741, and 0462 connect the Township to the rest of the region.

West Lampeter Township is situated along the County's leading southern edge of suburban growth. West Lampeter Township has shown significant growth over the last twenty years. The population was 15,209 at the 2010 census.

The majority of land development in the Township has occurred in three areas: The Villages of Willow Street and Lampeter, and the northeastern portion of the Township. Contemporary development has mainly occurred within the growth boundary, most recently in areas zoned R-1.

It is anticipated that the process will be completed within twelve (12) months from the date of execution of the contract.

PROJECT DESCRIPTION

Update the current Strategic Comprehensive Plan adopted November 10, 2003, as amended. That update will be based on a practical and relevant approach to dealing with issues including, but not limited to the following:

- A. Existing and Future Land Uses
- B. Economic Conditions/Population characteristics and trends
- C. Environmental Conservation
- D. Agricultural and Historic Preservation
- E. Transportation, Congestion and Transportation Alternatives
- F. Public Infrastructure, Community Services
- G. Recreation Opportunities
- H. Housing conditions and opportunities
- I. Stormwater Management
- J. Implementation Strategies

- K. Evaluation of existing zoning districts with emphasis on the OTR, Commercial and potential floating/overlay districts
- L. Incorporation of Village Renewal Plans and the Lancaster County Comprehensive Plan strategies and Character Zones
- M. Suggestions by the Consultant

SCOPE OF SERVICES

Overall, the Comprehensive Plan update should articulate a shared community vision and desired future, define various goals and objectives, respond to a broad range of development issues, and provide an outline for accomplishing community objectives.

1. Provide a thorough evaluation of and recommendations for modifications to the existing Comprehensive Plan, including its vision and mission statements, guiding principles, goals, policies, topics and elements. Conduct research and update all applicable data, statistics, and demographics from the previous plan. Lancaster County Planning Commission has recently conducted research in conjunction with the Places 2040 update and, as such, may be able to provide data applicable to the region.
2. Provide an innovative, accessible and integrated community engagement approach that involves all facets of the community including business owners, residents, elected and appointed officials, and community leaders.
 - A. Consultant should describe their proposed overall approach to citizen involvement and detail the techniques to be used. Specify the number of public meetings, open houses, workshops, etc. to be held during the project process and be prepared to host a “kick-off” meeting within 30 days of contract acceptance.
 - B. With Township staff assistance the chosen consultant is expected to attend, present and lead community engagement initiatives.
 - C. Consultant should incorporate the utilization of web-based community outreach practices whenever possible including, but not limited to, online surveys, webinars, social media outlets, discussion boards, etc.
3. Plan recommendations should identify short term (1-5 years), midrange (6-9 years) and long term (10-15 year) goals with implementation mechanisms and funding sources identified where possible.
4. Consultant should utilize GIS to update and/or develop maps to be used for public meetings as well as integration within the plan itself.

- A. Provide final digital shapefiles and/or geodatabase as applicable as well as PDF versions of approved maps.
 - B. Consultants are encouraged, though not required, to develop story maps as a visual tool utilized in conjunction with community engagement initiatives.
 - C. Maps anticipated to be completed (though not an exhaustive list) include:
 - Recreation and Non-motorized Circulation
 - Existing Land Use
 - Lampeter and Willow Street Village boundaries
 - Future Land Use
5. Conclude with a plan developed in a user-friendly format that is easily navigable for all persons wishing to utilize it. The Township has a strong desire for a planning document that will serve as a regular reference guide for Township staff, elected officials, partner organizations, and the community as a whole.
- A. Consultant is expected to provide high quality, printed and electronic copies of the final Comprehensive Plan Update. The selected consultant must provide original documents, as well as final PDF versions created during the project: Word documents, Excel files, GIS files/layers, renderings, tables/charts, images, etc.
 - B. Consultant is expected to provide guidance throughout the duration of the planning process up to and including adoption of the updated plan.

CRITERIA FOR FIRM EVALUATION

1. A demonstrated understanding of the project.
2. A demonstrated ability to write clearly and concisely.
3. The consultant's methods and recommended approach to facilitate project completion as well as overall organization and completion of contents submitted.
4. The proposal shall demonstrate that the consultant has experience in managing conflicting points of view on land use issues and gaining consensus through an organized land use process.
5. Demonstrated experience in developing and implementing innovative public participation techniques, working with the media and examples of that experience.
6. The consultant must be in compliance with the nondiscrimination and equal opportunity policy of the Commonwealth of Pennsylvania.

PROPOSAL REQUIREMENTS

The proposal shall be complete and show adequate level of detail in the following:

1. Letter of transmittal to include the following:
 - a. The consultant and/or firms contact information to include mailing address, phone number and email address.
 - b. Description of the consultant's qualifications/profile of firm as outlined above.
2. Summary of proposed work program phasing, a detailed scope of services and deliverables, and schedule.
3. Detailed cost of services with an itemized identification of the costs associated with each project phase.
4. A brief reference list of other municipalities served (no more than 5) including contact information.
5. Examples of work completed for current and past clients. (Such work can be returned to the consultant upon request.)
6. Resumes for individual consultants or employees expected to conduct work directly relative to the proposed project.
7. Supporting information deemed relevant by applicant. (optional)