Request for Professional Planning Services

to assist
Blooming Grove & Porter Townships,
Pike County, Pennsylvania
in developing a

Blooming Grove & Porter Townships
Multi-Municipal
Comprehensive Plan

Released November 6, 2026

Part I
General Information for the Planning Consultant

I – 1 Purpose: The following Request for Professional Planning Services (RFPPS) provides a framework for Planning Consultants to competitively submit a proposal to assist Blooming Grove & Porter Townships in developing a Multi-Municipal Comprehensive Plan. It is the intent of Blooming Grove & Porter Townships to develop and adopt a user-friendly and implementable planning document which will guide the growth and development of the municipalities for the future, both in the near and long-term. This multi-municipal project will identify and outline appropriate actions that are needed to protect the natural environment and features while providing opportunities for additional residential and economic development growth and to retain an excellent quality of life.

I – 2 Issuing Office: The Blooming Grove Board of Township Supervisors and Porter Township Board of Supervisors authorize the Pike County Planning & Mapping Office to advertise this Request for Professional Planning Services and assume single point of contact with the Planning Consultant.

I – 3 Scope: This Request for Professional Planning Services (RFPPS) contains:

a) Instructions governing the proposals to be submitted and the materials to be included therein;
b) A description of services to be provided by the Planning Consultant;
c) Requirements which must be met to be eligible for consideration;
d) General evaluation criteria;
e) Other requirements as listed.

The proposer is encouraged to add to or clarify any of the scope of work items it deems appropriate to obtain a high-quality plan at the lowest possible cost. All changes should be listed and explained; however, the scope of work proposed, at a minimum, must accomplish the goals and work outlined.

I – 4 Project Outcomes: The Blooming Grove Township Board of Supervisors and Porter Township Board of Supervisors intend to adopt an implementable Multi-Municipal Comprehensive Plan to guide growth and development within their municipal geographic boundaries and fulfill requirements under Article III and Article XI of the Municipalities Planning Code. It is anticipated that the final document will be a guide for implementing best planning practices and updating Township Ordinances and Plans. The implementable Multi-Municipal Comprehensive Plan developed by the consultant shall involve a thorough evaluation of community resources and characteristics, identification of possibilities and constraints, specific goal recommendations, fiscal funding considerations, and action plans for realistic implementation by the Townships. It is preferred that the plan follow PA DCED "Creating an Implementable Comprehensive Plan" guidelines.

I – 5 Type of Contract: If a contract is entered into between the Planning Consultant and the Blooming Grove and the Porter Township Board of Supervisors as a result of this RFPPS, it will be the sole discretion of Blooming Grove and Porter Townships to develop contract provisions. Negotiations may be undertaken with the Planning Consultant, prior to acceptance of the contract, as to compensation and those factors that demonstrate them to be qualified, responsible and capable of completing the Multi-Municipal Comprehensive Plan.

I – 6 Rejection of Proposals: This Request for Proposals does not commit Blooming Grove and Porter Townships to award a Contract, to pay any costs incurred in the preparation of a Proposal pursuant to this Request, or to procure or contract for services. Blooming Grove and Porter Townships reserve the right to accept or reject any or all Proposals received pursuant to this Request, to negotiate with all qualified consultants, or to cancel in whole or in part, this Request for Proposals, if it is in the best interest of Blooming Grove and Porter Townships to do so.

I – 7 Incurring Costs: Blooming Grove and Porter Townships shall not be liable for any costs incurred by consultants prior to, or in the development of, a contract.

I – 8 Amendment to the Request for Professional Planning Services: If it becomes necessary to revise any part of the Request for Professional Planning Services, an amendment will be issued to all Planning Consultants that received the original RFPPS and the contract sums shall be resubmitted. Blooming Grove and Porter Townships may require selected proposers to participate in negotiations, and to submit a revised proposal as may result from such negotiations.

I – 9 Response Date: On behalf of Blooming Grove and Porter Townships, the Pike County Planning & Mapping Office will receive sealed proposals from qualified consultants pursuant to this RFPPS, at the Pike County Planning & Mapping Office, 506 Broad Street, Milford, PA 18337 until **December 31, 2026**. Proposals submitted after this deadline shall be rejected and returned unopened to the Planning Consultant. Proposals shall be received in sealed envelopes via U.S. mail, overnight express, or hand delivery, but shall ***not*** be accepted via facsimile or e-mail. All proposals should be clearly marked on the front bottom left corner of the envelope *"Request for Proposals, Professional Planning Services – Blooming Grove Township & Porter Township Multi-Municipal Comprehensive Plan – Attn: Michael Mrozinski, Planning & Mapping Director."*

I – 10 Proposals: Planning Consultants must submit a complete response to the Request for Professional Planning Services using the format provided in Part II to be considered as a potential consultant. Excepting amendments as specified in Section I-8 above, no modifications or extensions will be entertained after bids are opened. **Seven copies** of the proposal must be submitted to the Pike County Planning & Mapping Office on or before the above response date. The proposal must be signed by the official authorized to bind the Planning Consultant to its provisions. For this Request for Professional Planning Services, the proposal must remain valid for at least 90 days from the deadline date to take into consideration time for proposal evaluation, short listing planning consultants, interviews and/or negotiations, final consultant selection and contract procurement. The contents of the proposal of the selected Planning Consultant shall become contractual obligations if the contract is entered into.

I – 11 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the Planning Consultant's ability to meet these requirements.

I – 12 Virtual Presentation: Planning Consultants submitting a Proposal may be required to present a Virtual Presentation at a meeting of Blooming Grove Township and Porter Township representatives (Citizen's Advisory Committee) after submission of the written proposal and prior to final consultant selection. It shall be required that the individual present at the virtual presentation be the lead planner assigned to the project.

I – 13 Prime Planning Consultant Responsibilities: The selected Planning Consultant will be required to assume responsibility for all services offered in the proposal. This shall include all approved Sub-Contractors pursuant to Article II-3. Further, the Townships will consider the selected Planning Consultant as the sole point of contact with regard to contractual matters.

I – 14 Disclosure of Proposal Contents: Proposals shall be held in confidence and, except for the selected proposal, will not be revealed or discussed with competitors. All other material submitted with the proposal becomes the property of Blooming Grove and Porter Townships and may be returned only at their option. Proposals submitted to the Pike County Planning & Mapping Office may be reviewed and evaluated by any person, other than competing contractors, at the discretion of the Townships. Blooming Grove and Porter Townships have the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

I – 15 Standard Contract: The selected Planning Consultant will be expected to enter into a contract that shall be provided by Blooming Grove and Porter Townships.

I – 16 Proposal Rejection: Pike County Planning & Mapping Office, on behalf of Blooming Grove and Porter Townships shall notify, in writing, consultants that were not selected for this project.

I – 17 News Releases: News releases disseminated by any consultant pertaining to this project will not be composed, distributed or published without prior approval from Blooming Grove and Porter Townships.

I – 18 Cost Data: All cost data for the proposal shall be submitted along with the proposal in an easy-to-understand format.

Part II
Information Required from the Planning Consultant

Planning Consultant Proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this part of the Request for Professional Planning Services. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

II – 1 Consultant Work Plan for the Project: Blooming Grove and Porter Townships officially formed the *Blooming Grove & Porter Townships Citizens Advisory Committee* (CAC) to oversee plan development. The Townships request that the Planning Consultant develop and write the implementable Multi-Municipal Comprehensive Plan in coordination with the CAC. The proposal must include a detailed description of:

1. **Background Research, Inventory and Evaluation**
   a. Data collection (Demographics, Housing, Land Use, Transportation, etc.)
   b. Study and use of the following existing planning documents:
      - Blooming Grove Township 2008 Comprehensive Plan
      - Porter Township 2010 Comprehensive Plan
      - Blooming Grove and Porter Township's Zoning Ordinance
      - Blooming Grove and Porter Township's Subdivision & Land Development Ordinance
      - Pike County GIS layers – over 30 recent and pertinent layers available
      - Pike County and municipality-specific public survey results
      - Pike County Comprehensive Plan
      - Pike County Open Space, Greenways, and Recreation Plan
      - Other pertinent local studies and plans, regional, county, state and federal plans.

   c. Analyze Patterns and Trends in the region as they relate to physical development, movement of goods and services, condition of infrastructure, etc.
   d. Identification of Strategic Issues (e.g. Preserving Historic Properties, Downtown Development and Retention, Overall Housing Plan)
   e. Identify Future Needs
   f. Preform public survey to receive input and concerns from the Residents and Visitors of Blooming Grove and Porter Townships

2. **CAC, Municipal and Public Participation/Facilitation**
   a. Citizen Input/Public Meetings – total 4 meetings
   b. Monthly Meetings with the CAC/Planning Commission/Township Supervisors – total 18 meetings
   c. Key Stakeholder Interviews – total 12 interviews
   d. Required Public Hearings – total 2 meetings

3. **Process**
   a. Multi-Municipal planning approach
   b. Plan and Policy Development
   c. Implementation Strategies
   d. GIS Mapping Coordination with Township and County officials (Land Use, Transportation, Sewer and Water, Roads, Streams, Watersheds, School Districts, Parks, Greenways, Recreation, Open Space, Prime Commercial Land, groundwater aquifer overlays, etc.)
   e. Utilize and take into consideration the information and recommendations contained in existing plans to create a working document tailored to the needs of Blooming Grove & Porter Townships.

4. **Timeline**
   a. Project shall encompass no more than 18 months
   b. Project work schedule shall be provided which includes time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents.

II – 2 Prior Experience and Planning Team Personnel: Please outline similar projects, stressing any plans that your consulting firm completed in similar Pennsylvania municipalities. Name, address and telephone numbers for reference purposes should identify completed projects in the proposal. In addition, provide a list of planners that will work specifically on this project. Include a summary of the project team and of the planner's years of experience,

certification, education and work history with the consulting firm. The firm's lead planner must be identified in the proposal and must have a minimum of five years experience in the preparation of municipal comprehensive plans and grant funded planning programs. Also, include the number of other employees that will work on the project, including executive/professional personnel, researchers, consultants, etc., and their education and experience with this type of project.

II – 3 Subcontractor Approval: Any/all subcontractors proposed to be used as part of this project must be disclosed to Blooming Grove and Porter Townships for their approval.

II – 4 Cost and Price Analysis: Full cost information should be provided that shows the minimum number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels. The proposed hourly rate for billing shall be included for each person. The hours of work and cost shall be itemized for each major work element of the proposal. An itemized estimate of reimbursable expenses must be included. The total amount of maximum payment must be stated. The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority.

Your method of billing must be indicated. The preferred practice is to pay for this type of consulting service upon completion of the work and receipt of the required report; however Blooming Grove and Porter Townships will consider paying on a periodic basis as substantial portions of the work are performed, but not more than one time per quarter. Regardless of the billing method used, fifteen percent (15%) of the total contract price will be withheld until the final product is approved.

This portion of the proposal must be bound and sealed separately from the remaining proposal.

- **a.** ***Direct Labor Costs*** – Itemize to show the following for each category of personnel with a different rate of pay per hour:
  - (1) Category: (Planner, Project Manager, Research Associate, etc.)
  - (2) Estimated Hours
  - (3) Rate per Hour
  - (4) Total cost for each category and for all direct labor costs
- **b.** ***Labor Overhead*** – Specify what is included and the rate used.
- **c.** ***Travel*** – Itemize proposed mileage and cost/mile.
- **d.** ***Consultant Costs*** – Itemize
- **e.** ***Subcontract Costs*** – Itemize
- **f.** ***Cost of Supplies and Materials*** – Itemize
- **g.** ***Other Direct Costs*** – Itemize
- **h.** ***General Overhead Costs*** – Specify what is included and the rate used.
- **i.** ***Total Cost***

II-5 Total Project Cost: The total cost of the project is **not to exceed $120,000.**

Part III
Criteria for Selection

III – 1 **Reviews:** All proposals received from Planning Consultants will be reviewed and evaluated by Blooming Grove Township, Porter Township, the CAC, and the Pike County Planning & Mapping Office. The CAC will provide their recommendation for a project consultant to the Blooming Grove Township Board of Supervisors and the Porter Township Board of Supervisors. Based on the recommendation of the CAC, the Blooming Grove Township Board of Supervisors and Porter Township Board of Supervisors shall select the consultant proposal that most closely meets the requirements of the RFPPS and best suits the needs of Blooming Grove Township and Porter Township.

III – 2 **Areas of Consideration**: The following areas are examples of consideration that will be used in making the consultant selection:

a) **Understanding the Problem**: The consultant should understand the local needs surrounding the development of this implementable Comprehensive Plan, the goals and objectives of completing the plan and the nature and scope of the work involved in completing the Plan.

b) **Contractor Qualifications**: The Planning Consultant's ability to meet the terms of the RFPPS considering time constraint, quality, relevancy, etc.

c) **Personnel Qualifications**: Refers to the competency of the professional personnel assigned to the development of the Plan. Qualifications will be measured by experience, certification, and education, especially the qualifications of the Project Manager. (See Appendix A: General Consultant Qualifications for Project)

d) **Soundness of Approach**: Consideration of techniques and process of analyzing data, proposed use of information and recommendations contained in prior plans, preparing maps and meetings, developing community goals and objectives, compiling this information into a coherent user-friendly document that can be used by all citizens, municipal officials and other stakeholders.

e) **Cost**: The consultant should have an understanding that the cost of the project is not to exceed the total project cost as stated in section II-5.

Part IV
Work Statement

IV – 1 **Comprehensive Plan Content**: The Blooming Grove Township & Porter Township Multi-Municipal Comprehensive Plan shall include, but not be limited to the following:

A. **Statement of Goals & Objectives** that should note that the plan is intended to promote and protect the public health, safety, and welfare and the objective is to achieve those general purposes. The plan should stress smart growth, conservation of natural features/resources, protection of historical features and the continued revitalization of the Blooming Grove Township and Porter Township Commercial Districts. The plan shall contain obtainable goals to support the objectives of the plan.

B. **Plan for Land Use** which may include provisions noting the amount, intensity, character, and timing of Land Use proposed for, or designated as:
   - Residential, Business, Industry, Downtown Development, Traffic and Transit, Utilities, Community Facilities, Public Grounds, Parks and Recreation Areas, Greenways and Trails, Floodplain, Wetlands, Steep Slopes, Historical, etc.
   - Short- and long-term infrastructure needs including, but not limited to, Sewage & Water Facilities. This should include Best Management Practices and an analysis of preferred methods for sewage disposal based on local conditions and PA DEP approved methodologies.
   - Community town master plan using traditional mixed use design concepts that capitalize on their natural and historic resources, and promotion of commercial and professional services development and housing.
   - Consideration of Overlay zoning and Official map plans for the preservation of significant natural and historic resources and high-quality waterways, and future recreation considerations.

C. **Housing Plan** to meet the needs of present residents and of those individuals and families anticipated to reside in the municipality, which may include:
   - Conservation of presently sound housing
   - Rehabilitation of housing in declining areas and the accommodation of new housing in different dwelling types and at appropriate densities for households at all income levels.

D. **Transportation Plan** to meet the present and future need requirements that may include:
   - Local Street / Road System
   - Parking Facilities and Parking Plan
   - Walkways and Bikeways
   - Traffic flow and control
   - Transit routes and pick-up areas
   - Signage and Wayfinding
   - Complete Streets
   - Bridges
   - Other Related Facilities

E. **Community Facilities and Utilities Plan** to meet the present and future need requirements that may include:
   - Public and Private Education
   - Parks and Recreation
   - Municipal Buildings and Facilities
   - Fire & Police Services
   - Emergency Services
   - Libraries
   - Hospitals and Clinics
   - Telecommunications Facilities
   - Water Supply, Quality and Distribution
   - Solid Waste Management
   - Sewage Systems/Facilities – Act 537
   - Stormwater Management Facilities
   - Floodplain Management Facilities
   - Proposed Utility Corridors
   - Other related facilities

F. **Economic Development Plan** to assess techniques for attracting and retaining appropriate businesses not only to support the local economy, but to offer family-sustaining wages to employees. Examples for inclusion may include, but are not limited to:
   - Small Business attraction and retention
   - Main Street Theme possibilities
   - Redevelopment possibilities & facade possibilities in the Commercial Districts

G. **Plan for the Protection of Natural and Historic Resources** to include, but is not limited to, wetlands and aquifer recharge zones, woodlands, steep slopes, floodplains, unique natural areas and historic sites such as:

- The Lord House
- High-Quality Waterways/Water bodies
- Churches
- Other Related Resources

H. **Statement of Interrelationships** among various plan components that may include:

- An Environmental Assessment
- Energy Conservation Measures
- Fiscal Impacts
- Economic Development
- Social Consequences
- Sustaining Rural Quality of Life

I. **Short- and Long-Term Implementation Strategies** that may include:

- A Capital Improvements Program & Schedule
- New and Updated Regulations & Schedule
- Availability of funds/grants/loans for recommendation implementation
- Innovative Strategies

J. **Statement of Consistency** including; but not limited to:

- Indication that existing and proposed development is compatible with the existing and proposed development and plans in contiguous municipalities and counties
- Indication of measures which have been taken to provide buffers or transitional devices between disparate uses
- Indication that the existing and proposed development is generally consistent with the objectives and plans of the Pike County Comprehensive Plan as well as neighboring comprehensive plans.
- Act of June 22, 1937 (P.L. 1987, No. 394), known as "The Clean Streams Law";
- Act of May 31, 1945 (P.L. 1198, No. 418), known as the "Surface Mining Conservation and Reclamation Act";
- Act of April 27, 1966 (1st SP. SESS., P.L. 31, No. 1), known as the "The Bituminous Mine Subsidence and Land Conservation Act";
- Act of September 24, 1968 (P.L. 1040, No.318), known as the "Coal Refuse Disposal Control Act";
- Act of December 19, 1984 (P.L. 1140, No. 223), known as the "Oil and Gas Act";
- Act of December 19, 1984 (P.L. 1093, No. 219), known as the "Non-coal Surface Mining Conservation and Reclamation Act";
- Act of June 30, 1981 (P.L. 128, No. 43), known as the "Agricultural Security Area Law";
- Act of June 10, 1982 (P.L. 454, No. 133), entitled "An Act Protecting Agricultural Operations from Nuisance Suits and Ordinances Under Certain Circumstances";
- Act of May 20, 1993 (P.L. 12, No. 6), known as the "Nutrient Management Act", regardless of any agricultural operation within the area to be affected by the plan is a concentrated animal operation as defined under the act.
- Other legislation developed or being developed during the period of preparation of the Comprehensive Plan.

K. **Reliable Supplies of Water** shall be planned, considering current and future water resources availability, uses and limitations, including provisions adequate to protect water supply sources. Any such plan shall be generally consistent with the State Water Plan and any applicable water resources plan adopted by a river basin commission. It shall also contain a Statement recognizing:

(1) Lawful activities such as extraction of minerals' impact to water supply sources and such activities are governed by statutes regulating mineral extraction that specify replacement and restoration of water supplies affected by such activities.
(2) Commercial agricultural production impacts to water supply sources.
(3) Construction activity impacts to water supply sources.

Part V
Deliverables – Draft and Final

In addition to deliverables identified in this RFPPS, draft and final plan deliverables shall be as follows:

DRAFT COPIES:

The Consultant shall provide electronic copies of the draft plan document.

FINAL DOCUMENT:

- ***The Plan shall be professionally bound and presented in a useable "working document" format.***
- ***The Consultant shall provide 5 such documents as well as in Microsoft Word and Adobe PDF format.***
- ***Any maps and each digital layer incorporated within each map generated shall be provided to the Townships and County in digital and ARC/GIS format and be compatible with scales/projections currently utilized by the County.***