

Camp Hill Borough Comprehensive Plan

REQUEST FOR PROPOSALS

Release Date: July 9, 2026

Proposals Due: August 14, 2026

1. PROJECT PURPOSE AND BACKGROUND

The Borough of Camp Hill, Cumberland County, Pennsylvania (“Borough”), seeks a solution-focused consultant with experience in comprehensive planning, community planning, civic engagement, and innovative problem-solving to assist the Borough in developing a new Comprehensive Plan. The Borough is to be integral in the development of the new Comprehensive Plan (“Plan”). The Plan will be developed through a partnership between the Borough and the selected firm.

The successful consultant will work with Borough officials and staff to develop the Plan. Guided by the requirements of the Pennsylvania Municipalities Planning Code, the Plan will evaluate and propose demographic, land use, housing, and economic solutions.

The final project deliverable will be a creative, engaging, and implementable Comprehensive Plan that incorporates web-based technologies and is an easily accessible and understandable document. The Plan will incorporate community involvement and provide a method to easily track and measure progress toward meeting the Borough’s goals and objectives over the next ten (10) years. To this end, interim deliverables will include planning documents that can be reviewed by the Borough during the process. The Plan must be strategic, thorough, and achievable. In addition, it will provide the Borough with the framework and direction that addresses both the current needs of our community and future growth.

For a more detailed vision of the Comprehensive Plan update, please refer to Appendix A.

2. PROJECT TIMELINE

The Comprehensive Plan adoption is targeted by December 2027. Prospective firms must have the resources and capability to meet the timeline.

3. CAMP HILL BOROUGH BACKGROUND INFORMATION

The Borough of Camp Hill is a close-knit community comprising 2.12 square miles near the eastern boundary of Cumberland County. It is situated approximately three miles southwest of Harrisburg, and provides a critical transportation and economic link along the Harrisburg-Carlisle corridor. According to the 2020 Census, the Borough's population is 8,130 (the 2025 Census estimate update is 8,199). The Borough is known for quiet residential streets, walkability, easy access to community facilities, and beautiful parks. It is comprised of eclectic residential neighborhoods, a thriving downtown business district with a focus on small local businesses, a commercial business district located on its west end, and a small light industrial area on its south side. The Borough is bounded by a major highway on its south side, and a four-lane suburban arterial connector bisects the community on the north and west sides.

The Camp Hill School District's area comprises the entire Borough of Camp Hill. It is one of the few walking school districts in Pennsylvania, and is integral to many community activities. Camp Hill boasts a rich history, including the former residence of an early prominent politician, Robert Whitehill, who drafted many of the articles that became part of the "Bill of Rights." Camp Hill was the northernmost engagement site of the Gettysburg campaign in the Civil War at Oyster Point. Camp Hill has gained regional and even national recognition as a charming small town, identified in 2024 as the best place in the country to retire, due to its relatively low cost of living, low crime rate, area amenities, housing opportunities, proximity to many outdoor activities, walkable community, and public transit with connections to the larger metro region, most significantly via the Amtrak station in Harrisburg.

4. RFP SUBMISSION

The Borough assures that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, gender, creed, sexual orientation, gender identity or expression, citizenship, immigration status, English language proficiency, 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 other applicable local, state, or federal laws. With advance notification, accommodation may be provided for those with special needs related to language, speech, sight, or hearing.

5. PRE-SUBMISSION CONFERENCE AND QUESTIONS

A voluntary pre-submission virtual meeting will be held at **2:00 p.m. (EST) on July 23, 2026** to address questions from any interested firms. Firms who wish to participate in the virtual meeting will find the Zoom invitation details within the “Events” section of PennBid. All questions submitted will be documented in written form and posted via a public notice via PennBid.

While attendance at this virtual meeting is not mandatory for those wishing to submit proposals, it is strongly encouraged and will be considered during proposal review and ranking.

The Borough will accept written questions from prospective respondents via the “Ask a Question” feature within PennBid until **August 3 at 4:00 PM**. As reasonably as possible and appropriate, written responses to questions will be prepared and distributed via public notice through PennBid.

*Borough staff and officials **will not** respond to telephone inquiries and **will not** meet individually with any potential consultants.*

4. SUBMISSION DEADLINE –

In order to be considered, proposals must be received electronically via PennBid (www.pennbid.bonfirehub.com), no later than 3:00 p.m. on Augusts 14, 2026.

Proposals arriving after the closing date and time will be considered late and will be rejected. Emailed proposals will not be accepted.

5. RFP RESPONSE CONTENT

A transmittal letter must accompany the RFP submission. The purposes of this letter are to transmit the proposal, acknowledge the receipt of any addenda and to allow the firm an opportunity to indicate their ability to provide the services requested. The letter must contain the following information about the primary firm and any sub-consultants or partner firms:

- Primary Contact Name
- Primary Contact Address
- Primary Phone and Email
- Business Expertise (and level of inter-firm coordination if applicable)
- Identification of subcontractors or partnerships and clearly identified roles
- A narrative overview describing how the responding firm will meet and develop the desired criteria contained within Appendix A: Vision, Qualifications and Experience.

The narrative should address the vision outlined in Appendix A and specifically include:

- How the firm will ensure that benchmark goals are set and achieved throughout the process
- How the firm will approach the partnership, with the Borough playing an integral role in the development of the Comprehensive Plan
- A conceptual schedule showing milestone and benchmark dates for public input, reports, presentations and project progress. Please use a project completion date of no later than December 2027 for this portion of the submission.
- A list of key personnel employed by the consultant with corresponding titles and resumes must be provided. A detailed list of personnel that are anticipated to be specifically assigned to the project, along with their responsibilities, qualifications and experience must also be included. The principal point of contact should be identified.
- A proposed budget, which shall be based upon the Comprehensive Plan Requirements for Municipalities contained within the PA Municipalities Planning Code requirements; public meetings and public engagement strategies; steering committee attendance; and costs associated with achieving the Vision and Qualifications outlined in Appendix A.
- A detailed cost proposal that may include, as separate budget lines, other value-added planning best practices, innovative planning techniques or proprietary approaches to sound community and comprehensive planning that have not been outlined within this RFP. Cost proposals should also outline the final Plan deliverables as well as interim deliverables and invoicing timing. The Borough's anticipated budget range is \$50,000-70,000.
- Strategies for the integration of findings, assumptions, data and initiatives of the recently updated Cumberland County Comprehensive Plan, for consistency and cost savings.
- Plans for engagement with the Cumberland County Planning Department for data sharing and congruency.

6. CONSULTANT SELECTION PROCESS

A selection committee shall review the submissions and develop a list of qualified responders to advance in the selection process. Interviews may be scheduled. The Borough reserves the right, at their discretion, to interview none, some or all of the applicants. In addition, the Borough reserves the right to request modifications to the proposals. Following the interview process, if applicable, the selection committee will recommend to Borough Council that the Borough should enter into a contract with the firm that best suits the needs and vision of the Planning effort. The contract will be awarded based upon the submission narrative, staffing, proposed cost and fit with Borough mission as referenced in Section 3. All contracts with the Borough must be approved by the Borough selection committee and the Borough solicitor. A Notice to Proceed will be issued to the successful responder once the recommendation is approved.

7. CONTRACT PROVISIONS AND INFORMATION

After the Borough makes its selection, it shall proceed to negotiate a contract at a mutually agreeable price based upon a Scope of Work for the project. If the Borough is unable to negotiate a satisfactory contract with the selection committee's top firm, the Borough shall formally end negotiations with that firm and begin to negotiate with the next firm recommended by the selection committee. Negotiations shall continue in this sequence until a contract is agreed upon or the Borough decides to re-post the RFP.

The performance of this contract shall be in accordance with all Federal, State and local laws as may be applicable. Any contract between the Borough and the consultant shall be subject to the rules and regulations of any agencies funding this work. Additionally, in the event that the Borough procures grant funding assistance, the contract shall contain all necessary provisions of that grant award contract. Borough reserves the right to reject any and all proposals, and to waive irregularities.

The contract between the Borough and the selected consulting firm will include the following non-negotiable contract provisions:

1. Indemnification of the Borough
2. Non-indemnification of the contracted firm
3. Forum selection (Cumberland County, PA Court of Common Pleas)
4. Choice of Law (Commonwealth of Pennsylvania)
5. Termination for convenience/termination for cause by the Borough
6. Work-for-Hire Transfer of Copyrights / Intellectual Property
7. Borough and Municipal ownership of the instruments of service/deliverables/data
8. Prevailing party attorneys' fees
9. Non-discrimination
10. Suspension and debarment
11. Release of liability of the contractor
12. Insurance coverage and Borough status as an additional insured
13. Terms of payment and invoicing, including 45-day payment period
14. Data security, confidentiality, and use of Borough data and information
15. Any and all federal and state contract provisions required as a result of grant funding

The Borough reserves the right to request additional contract provisions it deems necessary as needed to protect the best interest of the Borough.

In the event that the selected consultant needs to access data owned by Cumberland County, the consultant, at their expense, shall request a "Data Sharing Agreement" to be reviewed and approved by the Cumberland County GIS Department upon a Notice to Proceed being issued.

8. RFP COMMITMENT, CANCELLATION, AND INCURRED EXPENSES

This Request for Proposals offers no commitment of funding or contractual obligations until such time as the selected firm and the Borough settle on a mutually agreeable Scope of Work and Project Budget and commit to both via a publicly approved contract by the Borough. Additionally, the RFP does not commit the Borough to pay any cost incurred in the preparation of the submittal, or to procure or contract for services.

The Borough reserves the right to negotiate with all qualified responders, or to cancel in part or in its entirety this request for qualifications, if it is in the best interest of the Borough to do so.

Request for Proposals - Appendix A

Vision, Qualifications and Experience

July 2026

The Comprehensive Plan Steering Committee, in conjunction and coordination with the Borough of Camp Hill, desires to contract for qualified professional services to assist the Borough in the preparation of a Comprehensive Plan (“Plan”). The Comprehensive Plan document will consist of three separate but related parts: (1) the background studies; (2) the community development goals and objectives; and (3) the Plan or Plans for future actions and alternative actions regarding the various components such as future land use, housing, transportation, and community facilities.

The Borough seeks a qualified, purposeful consultant team with demonstrated professional planning, economic analysis, government services analysis, and economic development experience to develop this Plan. The Vision, Qualifications, and Experience outlined below presents a minimum effort expected by the consultant selected for the project and will be used as part of the evaluation matrix in selecting a preferred consulting firm.

OUR VISION

The Borough envisions this Comprehensive Plan update to be groundbreaking and modern, with strategic goals that are achievable and measurable. The Plan should focus on several key areas including: sustainability, taking into account the objectives of the Sustainable PA Program; walking and biking infrastructure; zoning updates to encourage an active transportation network; and prioritization and protection of key environmental features, parks, and historic resources. The Borough anticipates a deliverable that clearly and concisely identifies the challenges currently facing the Borough and those that may arise in the future. The Plan should avoid vague references and recommendations such as “develop a bikeway Plan to create connections in the Borough.”

The Comprehensive Plan will be a tangible, living document with clearly defined, realistic objectives. The Borough envisions a product that is easily accessible and understandable by the general public and is presented in a format that is easily read and used both internally and by the public using digital media.

The Borough intends to develop the Comprehensive Plan with the following objectives in mind:

- The Plan will focus on current and anticipated challenges faced by the Borough, with implementable action steps and measurable indicators of progress.
- The consultant selected will lead the Steering Committee, Borough Council and staff through a process designed to refine the Borough’s goals and create a step-by-step pathway to accomplish them.
- The Plan will include a background data collection process that focuses on solving specific community challenges, rather than citing general trends and Census data.
- The consultant will design a creative and interactive process to encourage the public to participate in the development of the Plan. Public engagement may involve online connection opportunities, maps, and surveys, in addition to at least one in-person

workshop, charrette, or open house..

- The Plan is to be created in a visually engaging and attractive manner and formatted with graphic design appeal. It will include formats optimized for digital applications, including websites (e.g., ArcGIS StoryMap), and mobile devices.
- The Plan will seek to incorporate innovative, contemporary, and collaborative Planning techniques.
- The Plan will set a framework that is tied to the “Cumberland Principles” of the Cumberland County Comprehensive Plan. Outreach to neighboring communities and the Camp Hill School District will be key components of the Plan development and adoption.
- The Plan will be developed cooperatively with the Borough officials and staff, as this is viewed more as a partnership than simply handing off the Comprehensive Plan to be written by the consultant team.
- The Plan will be developed with a framework that can be easily updated by the Borough in the future.
- The Plan will include a five- to ten-page Executive Summary.

QUALIFICATIONS AND EXPERIENCE

The evaluation of prospective consulting firms will be based upon the following qualifications and experience criteria:

- Previous experience preparing municipal comprehensive or community plans in Pennsylvania with a description of each project
- A qualified contingent of staff, either within the primary firm or within a subcontractor firm (if applicable) with relevant skills, qualifications and backgrounds related to comprehensive Planning
- Demonstrated experience preparing comprehensive plans in accordance with the PA Municipalities Planning Code
- Demonstrated experience in developing parking reform zoning code changes
- Demonstrated experience with active transportation (i.e., bike and pedestrian infrastructure) planning
- Ability to utilize contemporary mapping techniques and applications to collect and analyze pertinent data and present data in a visually appealing and compelling manner
- Demonstrated experience in performing a variety of analyses, including but not limited to economic market analysis, real estate market analysis, fiscal impact analysis, land use and environmental resources analysis
- Experience utilizing innovative and engaging public relations and public engagement techniques along with graphic design skills to create contemporary public-facing, digital-friendly and multi-media materials
- Ability to conduct comprehensive inventories of resources and assets such as housing availability, environmental resources, community facilities, infrastructure (water, sewer, roads) and land use patterns