

ANNOUNCEMENT
REQUEST FOR PROPOSAL (RFP)
JOINT ZONING ORDINANCE REVISIONS FOR
DOVER BOROUGH AND DOVER TOWNSHIP

Dover Borough and Dover Township, York County, Pennsylvania are accepting proposals for a one-time contract to perform certain professional services work for the Borough and Township to revise the communities' Zoning Ordinances. A packet of information is available outlining requirements for the proposal, evaluation criteria, and the proposed contract.

Sealed proposals must be received by John McLucas, Planning Director, by no later than May 12, 2022. If mailed, the proposal should be addressed to: Dover Township, Attention John McLucas, 2480 West Canal Road, Dover, PA 17315. All proposals must be clearly marked as **Dover Borough/Dover Township Joint Zoning Revisions RFP**.

Proposals can be obtained at the address above between the hours of 8 AM and 4:30 PM or on the Township website at www.dovertownship.org. If additional information is needed, please contact John McLucas, Planning Director, 717-292-3634 or jmclucas@dovertownship.org.

REQUEST FOR PROPOSALS
ZONING ORDINANCE AND MAP AMENDMENTS
DOVER TOWNSHIP AND DOVER BOROUGH
YORK COUNTY, PENNSYLVANIA

I. INTRODUCTION/BACKGROUND

Dover Township and Dover Borough are located in the northwestern portion of York County, Pennsylvania. Dover Township surrounds the Borough of Dover on all sides. Both entities impact each other by virtue of their geographic location but also through their interactions. Commonalities that exist include: police protection through Northern York Regional Police Department, education services through Dover Area School District, and a common park called Dover Area Community Park. The entities worked together to develop their first Joint Comprehensive Planning document in 2007. An update to that plan is being finalized in the remaining months of 2019 and early 2020. September 2019 will end the information gathering phase, with the required Municipalities Planning Code public hearings held through the fall and winter. This plan concept is not a Traditional plan and has instead followed an Implementable program with funding from the Department of Community and Economic Development Municipal Assistance Program and the York County Community Development Block Grant Program.

One action item of the Implementable Plan is to revise the Zoning Ordinance and Zoning Map Amendments for both communities. The following paragraphs detail the objectives to be completed in any proposal received for this project.

II. SCOPE OF SERVICES

A. Dover Township and Dover Borough desire to engage a consultant to prepare a Zoning Ordinance and Map Amendments that are either Joint or Compatible in approach for the region to offer consistency to developers, businesses and residents alike, across municipal boundaries. Prospective firms should be prepared to draft language for consideration by Township Staff, the Planning Commission and Board of Supervisors/Borough Council for the update of the Zoning Ordinance and Zoning Map. The following areas of update are based upon strategies outlines in the 2020 Dover Township/Dover Borough Joint Implementable Plan with respect to urban, suburban, natural and rural landscapes within the two communities.

1. Update definitions with new use and terminology;
2. Establish New Districts for mixed use/traditional neighborhoods;
3. Update zoning map and district boundaries;
4. Update district purpose and intent statements;
5. Provide consistent dimensional requirements and use criteria across municipal boundaries;
6. Review and update districts for new uses;

7. Districts:

- a. Evaluate the Conservation Subdivision Design provisions to determine whether incentives are necessary.
- b. Remove village standards in Mt. Royal Village and revisit Crossroads Village Overlay District.
- c. Review residential densities and building heights within and adjacent to the specific plan area.
- d. Develop provisions to require housing type flexibility within subdivisions.
- e. Develop design standards that provide neighborhoods that are more distinctive.
- f. Create infill development and adaptive reuse requirements for built parcels.
- g. Focus non-residential growth within the specific plan area.
- h. Focus daytime employment opportunity uses within the specific plan area.
- i. Incorporate Traditional Neighborhood Development District.
- j. Review Business Office Parks and Industrial Districts as it may relate to potential uses associated with proposed Exit 26 of Interstate 83.

8. Analyze current and new use trends to update Supplemental Regulations and Specific Standards Sections;

9. Update parking requirements to offer incentives within the Borough;

10. Consider demolition provisions implement language and review process with local historical agency to protect historical resources;

11. Align wellhead protection requirements to be consistent across municipal boundaries;

12. Update sign ordinance based on dimensional criteria; and

13. Evaluate floodplain zone.

B. Meeting Responsibilities: The project consultant will work with designated Township and Borough staff to develop the changes outlined above. Said changes will be reviewed with each Planning Commission for comment prior to public hearings by both Planning Commissions and governing bodies. Proposals will provide for 6 months of ordinance development review with staff, followed by one review by Planning Commission for each entity. Two Planning Commission Hearings and Elected Official Hearings should also be included in cost projections

C. Township/Borough Responsibilities: The Township/Borough Solicitor will provide legal review and guidance associated with all draft language. The Township/Borough will be responsible for legal and stenographic fees associated with this project. The Township/Borough will be responsible for any legal advertisements and notifications associated with this project. The Township/Borough will be

responsible for coordination with the Municipal Engineer assigned to update the Subdivision and Land Development Ordinance to ensure consistency between the two ordinances.

III. PROPOSAL PREPARATION

In order to maintain a consistent format for the proposals that are received through this process, those interested should be concise in responding in the format as outlined below. Proposals that do not follow the outline or include the required information may be rejected as incomplete or unresponsive. The municipalities will not assume any responsibility for any costs incurred by consultants in responding to this Request for Proposal; in responding to any requests for additional information or data or attending interviews, etc.

FORMAT

Proposals shall be provided in the following format and order:

1. Summary of Proposal, identifying consultant, brief overview and price. The Summary shall be signed by a representative of the consultant with authority to bind the same, and shall include a statement that proposals shall remain open for a period of at least ninety (90) days.
2. Brief background of consultant, including firm history and experience.
3. Narrative explaining the consultant's project approach, including a potential project schedule and a detailed outline/explanation of the scope of services proposed. The project schedule should identify and detail milestones and activities, target dates for public meetings, workshops, completion of the draft and final documents, as well as proposed adoption dates.
4. The consultant's project team, identifying key staff assigned to the project, location of team members and resumes of each team member, including past experience.
5. Previous project summaries with similar scope of services for no less than five (5) projects, including contact information for a minimum of five (5) references for those projects.
6. Estimated costs and billing rates (to be submitted in a separate sealed envelope). The cost estimate should detail the team members to be assigned to each task/service, the hours to be worked for each team member for such task/service and the billing rate for each team member. Further, the cost estimate shall itemize reimbursable expenses and the associated cost of each. The proposed cost should be a not-to-exceed amount including all labor and reimbursable expenses. The cost estimate should include an itemized breakdown of all costs.

RIGHT TO REJECT/WAIVER OF INFORMATION

The municipalities reserve the right to reject any and all proposals, which it determined in its sole discretion, to be in its best interests. Further, the right is reserved to reject irregularities, information and other matters which is deemed to be immaterial.

CRITERIA FOR EVALUATION

The Dover Township Board of Supervisors and Dover Borough Council intend to award a contract to the successful consultant at a public meeting held within 90 days of the receipt of the proposals. The form of agreement to be signed is attached to the proposal information.

The criteria for selection of a consultant shall be based on the following:

1. Qualifications of the consultant based upon experience with similar project;
2. A demonstrated understanding of the project;
3. The consultant's method and approach to complete the project;
4. Positive responses from references provided;
5. A demonstrated ability to write clearly and concisely;
6. The qualifications and experience of individual/project team members;
7. Project cost; and
8. The contents of the proposal submitted.

Note: Because this is a contract for professional services, the Township/Borough may award the contract to a party other than the one who has proposed the lowest project cost.