

**REQUEST FOR PROPOSAL/QUALIFICATIONS
FOR
PLANNING & ZONING ADMINISTRATOR
MUNICIPAL PROFESSIONALS**

**Issued by the
The Town of Chesapeake Beach**



Date Issued:
June 2, 2017

Responses Due by:
June 30th, 2017 by 3:00 pm

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR
PLANNING & ZONING ADMINISTRATOR
MUNICIPAL PROFESSIONALS**

I. PURPOSE AND INTENT

The Town of Chesapeake Beach is accepting Requests for Proposals to provide professional Planning & Zoning Administrative services to the Town. The primary duty of the Planning & Zoning Administrator will be to administer the Town's Zoning Ordinance. It is anticipated that the Contractor will devote approximately 250 hours conducting Planning & Zoning services for the Town.

Notwithstanding any other provisions of the RFP, the Town reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the Town or its taxpayers. It is further within the right of the Town to reject proposals that do not contain all elements and information requested in this document. The Town shall not be liable for any costs or losses incurred by any responders throughout this process.

II. PROPOSAL SUBMISSION

Please submit proposals electronically to Holly Wahl, Town Administrator at hwahl@chesapeakebeachmd.gov no later than the proposal due date.

III. CRITICAL DATES/ INFORMATION

Identified below are the critical dates associated with this Request for Proposal. Further details and requirements are contained in the specific sections or attachments included in this package.

Request for Proposals Issued: **June 2, 2017**

Proposal Due Date: **June 30, 2017 by 3:00 pm**

Delivery Method: **Electronic via email to hwahl@chesapeakebeachmd.gov**

Interested parties should notify the Town Administrator with their intention to submit a proposal. Those interested are also encouraged to **submit questions and inquiries** regarding the Request for Proposal via email, phone or in person to **Holly Kamm Wahl, Town Administrator.**

Holly Kamm Wahl
Town Administrator
Town of Chesapeake Beach
8200 Bayside Rd.
Chesapeake Beach, MD 20732
hwahl@chesapeakebeachmd.gov
(410) 257-2230

IV. GENERAL INFORMATION ON THE TOWN OF CHESAPEAKE BEACH

The Town of Chesapeake Beach is approximately 2.79 square miles, has a population of 5,874 and major attractions including a Railway Museum & Trail, the Chesapeake Beach Water Park, marinas, piers, charter boat fishing, and a Veterans Memorial Park. The Town's Mayor and Council meet the first and third Thursday's of each month as well as special meetings on an as needed basis. The Planning and Zoning Commission meets on the second Wednesday of every month and reports progress to the Mayor and Town Council at the monthly Town Council meeting.

More information about the Town of Chesapeake Beach can be obtained on our website at www.chesapeakebeachmd.gov.

V. RESPONSIBILITIES AND REQUIREMENTS:

1. Provide planning and zoning services to the Town with a minimum of 4 hours a month of "in person" meeting time at Town Hall to answer questions regarding permits and applications;
2. Maintain AICP Licensure;
3. Maintain an accurate understanding of the Towns comprehensive planning goals, zoning ordinances, subdivision regulations and other Town codes, ordinances and policies, providing guidance where needed;
4. Provide criteria to clarify the application process in a manner that provides critical information to applicants so that they can gain an understanding of the procedures they must follow and the information they must provide with permit applications;
5. When applications are more complex than can be conveyed with standard informational materials, meet with applicants to review their proposal and identify the

proper submittal guidelines to assure that there is a clear understanding of what is required for a complete application;

6. Review, prepare reports and hold public meetings on Preliminary, Tentative, and Final development plans with input from appropriate consultants and/or departments, to ensure code compliance and to ensure that timely information is delivered to the Planning Commission and Town Council so that they can comply with statutory decision deadlines;
7. Prepare monthly reports for Administration and Town Council documenting approved permits, declined permits and permits that are in the process;
8. Make appropriate presentations before the Planning Commission and /or Town Council, as needed;
9. Coordinate with staff and monitor recording of legal documents relating to land use;
10. Represent the Town to residents and applicants in a respectful manner and make reasonable efforts to process requests in a timely manner;
11. Attend the regular monthly meetings of the Planning Commission which are held on the third Wednesday of the month, as required;
12. Coordinate permit review with appropriate Council, committees, consultants and/or departments;

VI. MANDATORY CONTENTS OF PROPOSAL

In addition to demonstrating an ability to meet all minimum qualifications, the consultant must also include and address the following:

- 1) Cover letter: Provides critical contact information. Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
- 2) Provide a brief introduction and how the prospective providers envision being able to provide services to the Town of Chesapeake Beach and how those services will fit within the goals and policies of the Town.
- 3) List experience working with other communities with similar geographic profiles and demographics.
- 4) Resumes of key personnel.
- 5) Samples of reports to be submitted to the Town which may address one or more of the following:
 - a. corrections (“comments”) to an initial submittal of a map or site plan
 - b. a concept review
 - c. responses to inquiries from the public, developers etc.

6.) A fee proposal for Planning & Zoning Services, which includes specific rates for services and meeting attendance including sample invoice detail, billing schedule and mileage charges. The fee schedule should include rates for the following:

- a. Permit Processing
- b. Comprehensive Planning
- c. Critical Area Advisement

7.) An executive summary, identifying and substantiating why the vendor is best qualified to provide the requested services.

8.) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendors officer responsible for all services required under the engagement. The Town requires one point person to handle the services proposed. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the consultant.

9.) A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities. It is imperative to show experience in similarly sized towns.

10.) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in Maryland and any familiarity your firm has with the Calvert County area.

11.) Five references, including three current clients for whom services have been provided for at least three years and two former clients for whom services have been provided within the past seven years. Provide the contact names, titles and phone numbers.

12.) If the vendor or any principal therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.

13.) A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant since January 1, 2000.

14.) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Town.

VII. INTERVIEW

The Town reserves the right to interview applicants submitting a proposal by any representative of the Town that is relevant to the Planning & Zoning administration work. Although interviews will take place, the proposal should be comprehensive and complete on its own providing all answers required to contract services. The Town reserves the right to request clarifying information subsequent to submission of the proposal.

VIII. SELECTION PROCESS

All proposals will be reviewed by the Mayor, Town Administrator and Town Treasurer or their designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, the Town will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The vendor's general approach to providing the services required under this RFP.
- (b) The vendor's ability to be within close proximity to the Town and accessible, when needed.
- (c) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
- (d) The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- (e) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.

IX. OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for 60 days from the proposal due date. The Town reserves the right to ask for an extension of time if needed.

X. CONDITIONS FOR PROPOSAL ACCEPTANCE

This RFP does not commit the Town to award a contract or to pay any costs incurred for any services. The Town, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

XI. OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the Town and supporting materials will not be returned. The Town is not responsible for any costs incurred by the company in the preparation of the proposal or for presentation or related meeting time.

XII. SERVICE AGREEMENT AND INSURANCE

The successful service provider will be asked to enter into a service agreement effective August 1, 2017, unless the Town agrees upon another date. Upon initiation of the agreement, the vendor is to provide a certificate of insurance showing a minimum coverage of Two Hundred Fifty Thousand Dollars (\$250,000.00) for professional liability (errors and omission insurance), workers compensation coverage and commercial automobile liability insurance as set forth below:

1. Bodily injury liability with limits of \$500,000 each person and \$1,000,000 each accident.
2. Property damage liability with a limit of \$100,000 each accident.

The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with the deadline may, at the sole discretion of the Town, be considered invalid and payment may be refused. Any future relationship between the Planning & Zoning Administrator and the Town will be an "at will" relationship and may be terminated by either party, for any reason, following a 30 day notice.

XIII. INDEPENDENT CONTRACTOR STATUS

The selected consultant will not be an employee of the Town and must meet the IRS requirements for designation as an independent contractor or firm.

XIV. CONFLICT OF INTEREST

The Town of Chesapeake Beach requires that service providers disclose conflicts of interest when they may occur. The Town, at its discretion, may arrange for alternative third party

support in such cases. In general, the Town will not allow a service provider to review applications from a client of the service provider. Past or pending client relationships may or may not be determined to be conflicts, but should always be disclosed and discussed with the Town.