

NEW HOPE BOROUGH
BUCKS COUNTY
COMMONWEALTH OF PENNSYLVANIA



REQUEST FOR PROPOSALS

PREPARATION AND COMPLETION OF THE BOROUGH
COMPREHENSIVE PLAN

NOVEMBER, 2023

Notice is hereby given that the New Hope Borough Council will receive proposals at the New Hope Borough Offices, 123 New Street, New Hope, PA. 18938 until 3:00 pm, prevailing time, on December 12, 2023. All proposals must be sealed and addressed to the Borough Council, Attention: Peter Gray, Borough Manager, at the above address, and marked "Proposal for the New Hope Borough Comprehensive Plan" on the outside of the envelope. All submissions received after the aforementioned date and time will not be eligible for consideration.

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I. Overview

A. Community Overview

New Hope Borough is located in Bucks County, Pennsylvania, bounded by the Delaware River and Solebury Township; situated approximately 26 miles north of Philadelphia, and 24 miles south of Easton. The Borough encompasses 1.25 square miles and had a population of just 2,612 residents per the 2020 United States Census. The Borough is accessible via Route 202 from the west, Route 32 (River Road) from the north and south and the New Hope – Lambertville Bridge (Route 179) from New Jersey.

B. Borough Organizational Structure & Staffing

The Borough Council consists of seven members and a mayor, elected to four-year terms. The Borough Planning Commission is appointed by Council and the Commission has appointed one of its members as the Comprehensive Plan Coordinator. The current Borough Manager's employment commenced in 2020. The Zoning Officer commenced her employment in 2023, and the prior interim Zoning Officer is still engaged by the Borough. The Borough staff consists of approximately 19 employees, including 5 members of the administrative staff.

C. Project Purpose

The current New Hope Borough Comprehensive Plan was adopted in 2011. The 2011 Comprehensive Plan updated the plan that was prepared in 1997. The Borough Council has authorized the Borough staff to release a Request for Proposals (RFP) to seek planning professionals to develop an updated Comprehensive Plan ('Plan') for the Borough. The selected planning professional ('Consultant') will clearly and concisely identify current and future issues facing the Borough. The development of the Plan shall be in a holistic manner, not a "silo" approach. Basic elements of the Plan are further described in Section II.A of this RFP.

D. Project Timeline

The Borough will make a good faith effort to follow the timeline set forth in this RFP in evaluating, negotiating, and issuing an award. The selected Consultant's proposal must take into account the following project schedule. Please note, public meetings/participation will take place throughout the process.

Proposals to be received by Borough Manager: December 12, 2023

Select and award contract to Consultant, issue Notice to Proceed: January, 2024

First Status Report: 3 months / April, 2024

Second Status Report: 6 months / July, 2024

Receive first draft of Plan: 9-12 months / December, 2024

Final Comment Period and Public Hearings: 13 to 14 months / January, 2025

Incorporate comments and prepare preliminary draft: 15 months / February, 2025

Issue Final Plan: 16 months / March, 2025

Adopt Comprehensive Plan: 17 to 18 months / April, 2025

E. Project Outcome

The project should result in a modern Comprehensive plan that will guide the Borough for the

next ten years with considerations for up to twenty years. It will serve as a tool in decision-making, particularly the planning process as it relates to real estate development, infrastructure improvements, and historic preservation efforts for the Borough.

II. Scope of Work

The Consultant shall provide a complete range of planning services necessary to undertake and successfully complete the project.

A. Basic Elements

The Borough desires to establish the following elements as part of the Plan:

1. An analysis of the previous Comprehensive Plan and the factors that enhanced or impeded its capacity to guide the Borough in the decade since its previous Comprehensive Plan was adopted. Recommendations for process or organizational changes that could continue previous successes and avoid problematic conditions shall be included.
2. The Plan will define desired goals, but a priority list of achievable objectives attainable within five to ten years following plan adoption shall be thoroughly detailed following input from various and multiple Borough citizens/residents and other stakeholders. Implementation strategies must be clearly described for each goal. In preparation of goals the following key topics (not ordered in terms of priorities) are preferred for consideration:
 - Economic Growth and Development and Fiscal Impacts
 - Improvement of Revenue Generation
 - Transportation Network and Parking Facilities
 - Natural Resource Protection, Land Preservation and Restoration of Existing Features
 - Stormwater Management, Public / On-Lot Water and Sewer Availability, Other Utilities
 - Land Use and Short-Term / Long-Term Planning
 - Community Facilities, Public Services and Quality of Life Impacts on Residents of the Borough
 - Energy Conservation and Alternative Energy Resources Development in the Borough
 - Historic Preservation, Cultural Resources and Redevelopment Opportunities
3. Any planning goals and objectives established during the evaluation of priorities which are projected within a ten to twenty-year window must have a defined approach outlining how monitoring, evaluating, and re-assessing of any strategies, objectives and goals should be undertaken by the Borough to achieve the desired and targeted outcomes.
4. Known or potential problems faced by the Borough, directly or indirectly, shall be highlighted, offering implementable action steps and measurable indicators of progress to provide solutions.
5. The Plan shall coordinate with and tie back to the Bucks County Comprehensive Plan currently under development known as *Bucks 2040* and shall reference and apply innovative and contemporary planning techniques to establish goals and objectives that are well-aligned with the County plan.
6. Public forums and surveys shall be conducted to gather insights and understand the needs of current and future Borough residents and their families, including housing, employment,

access to public and commercial services, establishments offering retail goods, leisure, entertainment, and facilities providing for education, training, health, and wellness. (Plans for forums and surveys are to be shared in advance with at least the Public Advisory Committee and the Planning Commission prior to implementation and dissemination).

B. Meeting Attendance

In addition to data collection and other assessment efforts the Consultant will be expected to attend a minimum number of meetings to present status reports, Plan drafts, and/or receive comments from the Borough Planning Commission and Borough Council. The Consultant is expected to facilitate productive discussions at these meetings to exchange ideas, garner feedback, and evaluate progress.

Meeting Attendance in the proposal should account for:

Planning Commission – Six meetings (third Monday of each month)
Council – Four workshops and/or meetings (first Monday or third Tuesday of each month)
Public Advisory Committee – Four as planned on an “as needed” basis
Borough Council will appoint a public advisory volunteer committee to assist the Planning Commission and Borough consultants in reviewing Plan drafts

Attend at least one session of each of the following Borough Committee meetings to further understand active issues:

Historic Architectural Review Board
Parks & Recreation Board
Shade Tree Commission

The project budget should include all expenses for the number of meetings noted above. If the Consultant is required to attend additional public meetings **or** attend remote conference meetings, the Consultant shall be paid a flat fee per meeting, at a rate to be agreed upon by the Borough and the Consultant.

III. Deliverables

Ownership of Property – All drafts, interim reports, and final work product prepared by the selected Consultant shall be the exclusive property of the Borough.

At a minimum, the prepared Plan shall be:

- Visually engaging and easy to understand
- Contain maps and other illustrative material to highlight goals and issues discussed in the Plan
- Transferable to the Borough website for consumption on various electronic mediums, with the presentation tailored for use on mobile technology such as smartphones, tablets, and laptops.

The Consultant’s proposal may also include an option for development of GIS mapping and other interactive data displays that could be published by the Borough in conjunction with the final

adopted Plan.

Quantities of hard copies of interim documents to be furnished at specified intervals for review and discussion shall be determined as part of the contract negotiations with the selected Consultant.

At a minimum, the following will be expected:

Sixteen (16) hard copies and one electronic copy for
the Borough:

- First status report
- Second status report
- First draft of the Plan
- Preliminary Plan with edits incorporated

Twenty (20) bound hard copies of the final Plan; an electronic copy of the final adopted Plan and any other supporting content shall be provided in PDF file format on two USB “flash drives”.

Section IV. Proposal Content

A. Transmittal Letter

A transmittal describing the content incorporated in the proposal consistent with and responsive to this RFP shall be supplied.

B. Executive Summary

An executive summary outlining the services to be completed by the Consultant shall be included.

C. Conceptual Schedule and Milestones

The proposal should include a schedule of dates and milestones demonstrating how the Consultant will achieve or modify target dates as described in Section I.D. A review of the proposed Project Timeline (Section I D) including rationales for any changes in sequencing of actions that are recommended.

D. Project Budget

A detailed budget and cost estimate for completing all aspects of the project, including labor hours, billing rates for staff, and expenses including reproduction, travel, mailing, telecommunications, and other direct project expenses. Also, a proposed rate for additional meetings that may be required.

E. Work Plan

The proposal Work Plan should demonstrate how the Consultant will develop a Comprehensive Plan in a timely manner that shall encompass:

- i. Data collection
- ii. Evaluation of socio-economic factors, demographics, and growth trends
- iii. Analysis of housing (profile of existing housing stock, needs and anticipated market demand by type i.e., single-family, multi-family, age-restricted)
- iv. Land use trends and projected changes, areas available for development and desired for preservation
- v. In evaluating community facilities, pedestrian and vehicular networks, public welfare, and quality of life issues the Plan should be developed with attention to specific areas within New Hope Borough including but not limited to:
 - a. The Historic District within New Hope Borough
 - b. Shopping centers and large commercial areas including the shopping center located at North Sungan Road and West Bridge Street and Union Square located along West Bridge Street near the railroad
 - c. Main Street corridor
 - d. Various residential areas throughout the Borough

The Plan should investigate how the above areas could be catalysts for change or improvements in the community within the next five to ten years.
- vi. Transportation (Existing networks, multimodal connections, upcoming projects, targeted improvements).
- vii. Public focus groups and meetings to gather Borough citizen and stakeholder input, including but not limited to residents, business owners, employers, local institutions, civic groups, and the like.
- viii. Study and use of the following:
 - a. Annual budget, including current and preceding five years
 - b. Current Comprehensive Plan adopted 2011
 - c. Riverfront Revitalization Strategic Plan, 2008
 - d. Parking Management Study, 2010
 - e. Open Space Plan, 2010
 - f. Borough Zoning Ordinance and Zoning Map
 - g. Borough Subdivision and Land Development Ordinance
 - h. Borough Floodplain Regulations and Applicable FEMA requirements
 - i. Historic Architectural Review Board Guidelines
 - j. MS4 Permits and related information
 - k. Comprehensive Plans of adjoining municipalities

Indicate how your firm would utilize and take into consideration the information and recommendations contained within the above documents in preparing a Comprehensive Plan customized to meet the needs of New Hope Borough.

F. Personnel, Qualifications, Suburban Planning Knowledge

The proposal should outline similar projects that have been completed by your consulting firm for suburban municipalities in Pennsylvania. The key personnel to be assigned to this project must be identified. A summary of work experience, education and work history with the firm for each person identified shall be provided. The names of other employees, their potential roles, and a summary of their relevant experience must also be included.

V. Submission Procedure & Evaluation of Proposals

A. Submission Deadline

The New Hope Borough Council will receive proposals at the New Hope Borough Offices, 123 New Street, New Hope, PA. 18938 until 3:00 pm, prevailing time, on December 12, 2023. All submissions received after the stated date and time will not be eligible for consideration.

B. Directions for Submittal

All proposals must be sealed and addressed to the New Hope Borough Council, Attention: Peter Gray, Borough Manager, at the above address, and marked “Proposal for the New Hope Borough Comprehensive Plan” on the outside of the envelope. 10 hard copies of the proposal and an electronic copy on a flash drive are required.

C. Form of Proposal

At the beginning of the proposal submitted to the Borough, or following the required transmittal letter, the proposal must include the following:

The undersigned, being a duly authorized officer of the organization listed below, does hereby submit this proposal, valid for at least a period of one hundred twenty (120) days, under all terms and conditions (except those noted) as specified in the New Hope Borough Request for Proposals for Preparation and Completion of the Borough Comprehensive Plan.

D. Evaluation Criteria

Proposals will be evaluated by the Borough Council. The Borough reserves the right to select a Consultant judged to be the best suited for successful preparation and completion of the Plan. The following criteria may be used in evaluating the consultants and their proposals:

- a. Knowledge of, familiarity with, and experience in the region
- b. Demonstrated understanding of the unique characteristics of New Hope, combining 20th century bedroom community characteristics, a thriving tourist economy, and a pre-revolutionary period spatial core.
- c. Methodology in creating the Plan, the outcome shall not simply revise aspects of the previous Comprehensive Plan but rather develop a modern framework that best supports the needs, goals, and vision of the Borough
- d. Overall costs
- e. Expected ability to complete the project within the desired timeline and satisfy target dates for status reports and drafts
- f. Consultant’s use of technology and ability to represent findings in a clear concise and timely fashion, supplemented with graphics and maps; time being of the essence.

E. General Requirements

Right to Modify Rescind or Revoke – The Borough reserves the right to modify, rescind or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative of the Borough executes a contract with the selected Consultant.

Right to Reject – The release of this request for proposal does not in any way commit the Borough to proceed with the project described herein, select a Consultant and/or award a contract to any Consultant.

Right to Terminate for Convenience – The Borough specifically reserves the right to include in the

award contract a provision granting the Borough the sole right to terminate the contract, in the Borough's sole discretion and convenience at any time during the Term of the contract, subject to the Borough remitting payment to Consultant for any and all uncontested fees and expenses due and owing to Consultant through and to the date of termination of the contract.

Cost of Participation -The Borough specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims relating to or arising out of the Consultant participation in the RFP process, including but not limited to costs incurred as a result of preparing, copying, shipping, presenting and/or clarifying the proposal.

Insurance - Evidence of satisfactory insurance shall be furnished to the Borough prior to the signing of any contract. During the course of the work, the Consultant shall provide the Borough with evidence of active policies with coverages in the amounts determined by the Borough as directed by the Borough Manager.

Subconsultants - Any and all subconsultants or subcontractors proposed to be used during the course of the project shall be disclosed to the Borough Council for their approval. If subconsultants are anticipated, they shall be listed in the proposal with contact information and their intended role in support of the selected Consultant.

Compliance with Applicable Laws, Regulations and Ordinances - By submitting a proposal, the party making the submissions, its members, employees, and affiliates agree to and shall comply with all applicable local, county, state and federal laws, regulations, and ordinances.

Appointed Borough Consultants - The Borough Engineer, Code Enforcement Officer, Code Official and Borough Solicitor will, only following approval by the Borough Council, be available to the selected Consultant to address any questions that may arise during the development of the Plan.

Appendix A – Non-Collusion Affidavit

**New Hope Borough, Bucks County
Request for Proposals
Preparation and Completion of the Borough Comprehensive Plan**

Appendix A –

Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agency of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the fees and rates to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of awarding of the contract.

_____, being authorized to make this verification on behalf of -
_____, verifies that the statements made in this
Non-Collusion Affidavit are true and correct to the best of his/her knowledge, information and
belief, and understands that false statements herein are made subject to the penalties of 18 Pa.
C.S. Section 4903, relating to unsworn falsifications to authorities.

Date: _____

By _____

Print Name

Title