

Request for Proposals  
Robinson Township / Midway Borough, Washington County  
Comprehensive Plan

Robinson Township and Midway Borough, in a joint project, are soliciting proposals from qualified professional planning consultants for the preparation of an Implementable Comprehensive Plan. The previous comprehensive plan of Robinson Township was adopted in 2012, and Midway Borough has no existing Plan.

**BACKGROUND:**

Robinson Township was founded in 1781, while Midway Borough, its neighbor to the southwest, was formally incorporated in 1903, but had settlement, railroads, forts and settlement much earlier. Robinson Township is approximately 21 square miles in size with a population of around 2,000. Midway Borough is about .44 square miles, with high density residential population of approximately 900. Robinson Township enjoys a variety of land types and uses, from rural-agrarian, to light industrial / business park property to residential zones. The municipalities are bisected by the newly completed Southern Beltway, SR 576 and associated connector roads, which have stimulated business park real estate development. The municipalities have police and fire services and several municipality-owned parks.

Robinson is a Township of the Second Class, it is governed by a board of three elected supervisors, each serving a six-year term. The Robinson Township Planning Commission serves as the advisory body to the Board of Supervisors on matters related to planning, zoning and site development. The Commission reviews all subdivision, land development and conditional use applications prior to review and action by the Board of Supervisors. The Commission regularly reviews the Township's zoning, subdivision and land development codes for amendments and updates. Consistent with these duties, the Commission will oversee this project.

Midway Borough is governed by a seven-member council and a mayor. Both municipalities work closely together, and share an engineer in common, who will assist in project coordination.

**SCOPE OF WORK:**

Utilizing the planning principals identified in the Pennsylvania Department of Community Development's (DCED) "Creating an Implementable Comprehensive Plan" the plan will focus on identifying community issues, steps to address the issues and persons or groups responsible for addressing the issues. Where possible, sources of financing should be identified. The emphasis should be on determining the needs and desires of the community rather than a fit into a traditional comprehensive plan format. There are two primary goals for the new Plan. First, to create a vision for the Communities for the next 10 years based on the direction that citizens and various other

stakeholders would like the Communities to move towards. Second, to provide a series of realistic strategies, projects, programs, etc. that can be implemented to achieve this created vision.

The consultant will provide the full range of planning services necessary to undertake the Plan. The selected consultant will be asked to focus its work on providing information for decision making providing creative ideas and workable action plans, and helping the Communities to recruit partners and create the capacity to implement the plan. As stated previously, the comprehensive plan should be an “implementable plan” following principles and keys currently being promoted by the PA Department of Community and Economic Development.

- In addition to the priorities or related goals or themes that emerge from the planning process, the Plan will also address the following issues identified by the Planning Commission.
  - Discuss changing demographics and how that impacts housing styles, connectivity issues (streets and parks) and maintenance free living.
  - Identify emerging land use and zoning issues.
  - Examine utilities and other infrastructure available within the Communities, and whether they are adequate to support the current and projected future growth of the Communities.
  - Discuss and develop strategies for the preservation of natural resources, including the protection of sensitive environmental areas, preservation of open spaces, and encouragement of storm water management practices
  - **Analyze current Zoning Ordinance and reconcile for omissions and inconsistencies.**
  
- The consultant’s work and the Plan document should be organized based on the Community’s priorities or related goals or themes that emerge from the planning process, not based on a traditional template of land use plan, housing plan, transportation plan, etc. The Plan document should be written for use by the Planning Commission, Board of Supervisors and others who will implement the plan after completion.
  
- The Plan should provide workable action plans for top recommendations with a series of strategic projects, programs and initiatives that emerge from the planning process. The Plan should set priorities and a timetable for action based on expected results and ability to finance and carry out. Action plans should include reasonable depth and detail, specific action steps, responsible parties, estimated costs, and proposed means of financing to facilitate implementation after the Plan is completed. The consultant is asked to include

some immediate action recommendations that would provide short-term, visible results and motivate further implementation of the Plan.

- The consultant should facilitate a plan process whereby the community “owns” the Plan, and the elected officials and community leaders are spokespersons for the Plan and have a consensus commitment to implement it. There should be effective means within the project budget to obtain public vision and aspirations for their community. There should be involvement of elected officials as to ensure their understanding and acceptance as the Plan proceeds from issues to ideas to action plans.
- The consultants will ensure the Comprehensive Plan meets minimum requirements of the PA Municipalities Planning Code. The consultant may have to address minimal subject matter not addressed in analysis and recommendations presented for the Community’s joint priority issues.

**DELIVERABLES:**

The consultant will deliver a complete Comprehensive Plan document(s) ready for adoption, including 15 paper copies, one (1) digital copy in Microsoft Word format and one (1) digital copy in PDF format, print-ready graphics.

**BUDGET:**

A DCED grant is being sought for the project. The Municipalities have budgeted \$50,000 for this project. If awarded, the MAP grant will provide \$50,000 and the municipalities will provide a 50% match of \$50,000 for this project. Pending award notifications around the end of year, the total project budget is \$100,000.

**COMPLETION SCHEDULE:**

It is expected that the consultant will complete the Plan within 12-18 months of execution of a contract.

**CONTRACTUAL REQUIREMENTS:**

Because a grant from the Commonwealth of Pennsylvania is being applied for, the consultant must comply with grant-mandated requirements to be included in the consultant contract.

**PROJECT MANAGEMENT:**

The project will be managed by the Robinson Township Planning Commission. Crystal Brown, Robinson Township Manager, will be the primary contact for communications with the consultant.

**SELECTION CRITERIA:**

Proposals will be evaluated and a consultant will be selected based on the following criteria listed in order of importance:

- The relevant qualifications, skills, and experience of the consultant(s) in performing work requested herein and working with communities similar in size and character to the municipalities.
- The qualifications, skills, and experience of personnel to be assigned by the consultant(s) to the project.
- The consultant's proposed scope of work and approach, methods, etc. to carry out the project. Proposals will be competitively judged on the quantity, quality, and value of the proposed work approach, products, etc., given the project budget of \$50,000.
- The ability of the consultant to meet the expected project completion schedule.

**PROPOSAL CONTENT:**

Consultant proposals must include:

1. Cover Letter: Provide a brief cover letter summarizing the key points of the applicant's proposal and confirm an understanding of the Scope of Work. Include the applicant's full name, mailing address, phone number, primary contact person and email address.
2. Project Personnel and Qualifications: Provide a narrative for the proposed project, including types of services for which the applicant and any prospective subcontractor are qualified. The narrative shall include the names of principals and key personnel from the applicant firm and prospective subcontractors that will be assigned to the project, along with a resume or listing of relevant education and work experience.
3. Project List and References: Provide at least three (3) similar projects completed by the applicant that best illustrates your qualifications for this project. Include name, address and phone number of individuals who can be contacted for references.
4. Work Program: Provide a narrative of the overall project approach, process and methods to be employed to carry out the project, separated by individual tasks. Include a listing of proposed deliverables for each work step. Discuss any proposed changes/revisions to the scope of services or deliverables in order to meet the project objectives.
5. Work Schedule: Provide a timeline for the performance of the Work Program, including the completion of all tasks and the delivery of all materials for each phase.
6. Cost Proposal: Municipalities have established a budget of \$50,000. With the matching grant award, the total budget for the project will be \$100,000. Provide a "not to exceed" cost proposal that includes the following:
  - Labor hours and billing labor rates for each key staff person and labor category for other staff;
  - Itemized estimate of reimbursable expenses including reproduction, travel, printing, mailing, and other direct project expenses not detailed herein; and

- Total proposed price detailed by task for the completed project.

**SELECTION PROCEDURE:**

Two (2) paper hard copies and a digital Adobe PDF that can be legibly printed on 8.5” X 11” paper. The PDF files shall be indexed to simplify the Community review and submitted to:

Crystal Brown, Township Manager  
Robinson Township  
8400 Noblestown Road  
McDonald, PA 15057

[cbrown@robinsonpa.gov](mailto:cbrown@robinsonpa.gov)

Proposals must be received no later than noon on November 11, 2024 to be eligible for consideration. Any questions on the request should be directed to Crystal Brown at 724-926-8700, or by email at [cbrown@robinsonpa.gov](mailto:cbrown@robinsonpa.gov).

The municipalities are open to consider consultant suggestions for alterations to the work scope that would be in the municipality’s interests and not vary from the essential goals and objectives outlined in the RFP. Alterations could be considered in developing a final scope of work for contract with the selected consultant.

After review by the Commission, a short list of consultants will be selected and scheduled to make presentations to the Planning Commission. It is anticipated that consultant selection will occur within 45-60 days of the RFP deadline. A notice to proceed will be issued as soon as possible thereafter.