



**TOWN OF BOONSBORO, MARYLAND
REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES FOR COMPREHENSIVE PLAN UPDATE**

I. Project Overview

A. Purpose

The Town of Boonsboro is seeking a consultant to update our Comprehensive Plan.

B. Project Organization

The selected consultant shall provide a team of (or individual) land use planner(s) experienced in the development of a Comprehensive Plan.

C. Project Direction

The project shall be directed by the Town Planner of the Boonsboro Planning Commission. The Town Planner will be responsible for the direction, review, and approval of all work as well as the program administration of the contract for compliance with, and interpretation of, scope, schedule, and budget. In carrying out these functions, the Town Planner will utilize various departments and personnel of the Town as required ensuring the project is consistent with Town policies and procedures.

II. Scope of Work.

A. Project Description

The Town of Boonsboro is seeking a consultant to revise our Comprehensive Plan. The last Comprehensive Plan was developed in 2009. Boonsboro is primarily a bedroom community serving the metropolitan Baltimore-Washington, D.C. areas. The Town will eventually transition into a city due to 2006 annexations of numerous properties within the Town Growth Area. Land area increased from approximately 950 acres to over 1,932 acres in 2006.

Boonsboro is a small town located in Washington County, Maryland at the intersection of U.S. 40A, MD 34, MD 66, MD 67, and MD 68. The community has a population of approximately 3,300 residents and a geographic size of approximately 1,932 acres.

The existing Town is almost completely developed and the downtown boasts small businesses, stores, and shops. Some redevelopment activity exists in the downtown due recent acquisitions, but in general activity has been stagnant over the past few years. The Town has a goal to transform the downtown into an active business district, capitalizing on tourism opportunities of nearby Antietam Battlefield and the Civil War.

Owners of properties which were annexed are at varying stages of interest in beginning development. The Town is also limited in its growth capacity, namely unfunded schools and a limited wastewater capacity. Acknowledging this, the Town needs a Comprehensive Plan that will determine goals and visions for the controlling and staging of this growth.

B. Project Details

The following presents a minimum outlined expected by the consultant for updating the Town of Boonsboro's Comprehensive Plan. The consultant is encouraged to provide other input as they deem necessary to develop a solid Plan. In consultant with Town staff, the consultant shall develop a Comprehensive Plan to include the following:

- Staging of growth of the newly annexed areas;
- Redevelopment of the downtown business district;
- Suitability of existing land use and zoning regulations;
- Capabilities of utility infrastructure;
- Condition of streets;
- Police services;
- Primary/secondary schools;
- Appearance of downtown;
- Emerging land use trends;
- Current local industry;
- Municipal growth and water resources element;
- Adequate housing;
- Economic development opportunities;
- Transportation issues and proposals;
- New residents; and
- Senior citizen opportunities.

The plan shall also be consistent with the adopted policies of the State of Maryland's Department of Planning regarding plan revision and applicable statutory regulations which are amended to the Maryland Code.

The consultant shall prepare a Comprehensive Plan, included, but not limited to, an executive summary, statement of goals and objectives of the plan, discussion and summary of data collected and analyzed for each of the subtopic areas and recommendations with implementation strategies for each of the subtopic areas. A summary document shall also be provided that includes recommendations with implementation strategies for each of the subtopic areas.

All documentation and maps shall be provided in digital format suitable for viewing on the Town website. The consultant shall supply the documentation listed below:

- Draft report (1 unbound copy suitable for reproduction)
- Final project report (25 copies with 1 unbound copy suitable for reproduction)
- Summary document (50 copies with 1 unbound copy suitable for reproduction)
- Eight full size copies of each map
- All text, tables, charts, maps, reports, and documents in digital format.

III. Proposal Format and Content.

In order to be responsive, all proposals must follow the format and contain information listed in this section.

- A. Letter of transmittal;
- B. Detailed cost estimate;
- C. Resumes of key personnel;
- D. Relevant experience in writing Comprehensive Plans; and
- E. A project work schedule and timeline.

The draft plan should be completed within approximately 9 months with a final report completion within 15 months of contract signing.

IV. Evaluation Criteria and Selection Process.

Consultant selection and award of contract will be made based on the following criteria:

1. Responsiveness to the Request for Proposals;
2. Demonstrated understanding of the Scope of Work;
3. Recent and relevant experience in similar projects;
4. Cost-effectiveness of the proposal;
5. Schedule and completion time.

V. Submittal Requirements.

Eight copies of the proposal are due in the office of the Town Planner no later than _____. Proposals are to be submitted in a sealed package and marked "Boonsboro Comprehensive Plan Proposal." Proposals submitted by any other means than mailing, courier, or hand delivery will not be accepted.

Address: Reiley Stanley, Town Planner
Boonsboro Planning Commission
21 N. Main Street
Boonsboro, MD 21713

Material related to the RFP may be posted on the Town's website at www.boonsboro.org/planning. Inquiries regarding the process of proposal preparation are to be made no later than one week prior to the proposal due date as specified above.

Inquiries are to be directed in writing to the above address, emailed to: townplanner@townofboonsboro.com or by phone at: 301-432-5690.

Proposals will be opened and read aloud at the regularly scheduled Planning Commission meeting held _____ in the Town Hall.

In addition, after the proposals have been submitted to the Town, interviews with the most qualified responsive parties may be scheduled. Each party may be expected to make a formal presentation on the content of its proposal and its ability to undertake the required work. **The Town reserves the right to reject any or all the proposals**