

Bellwood-Antis Comprehensive Plan

Consulting Services Request for Proposals



Background and Specifications for Consulting Services for The Joint Comprehensive Plan of Bellwood Borough and Antis Township

Funded by a Municipal Assistance Program (MAP) Grant
through the
Pennsylvania Department of Community and Economic Development
Proposals Due:

**JOINT COMPREHENSIVE PLAN
FOR ANTIS TOWNSHIP AND BELLWOOD BOROUGH
REQUEST FOR PROPOSAL (RFP)
COMPREHENSIVE PLAN CONSULTANT**

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**JOINT COMPREHENSIVE PLAN
FOR ANTIS TOWNSHIP AND BELLWOOD BOROUGH
REQUEST FOR PROPOSAL (RFP) FOR A COMPREHENSIVE PLAN CONSULTANT**

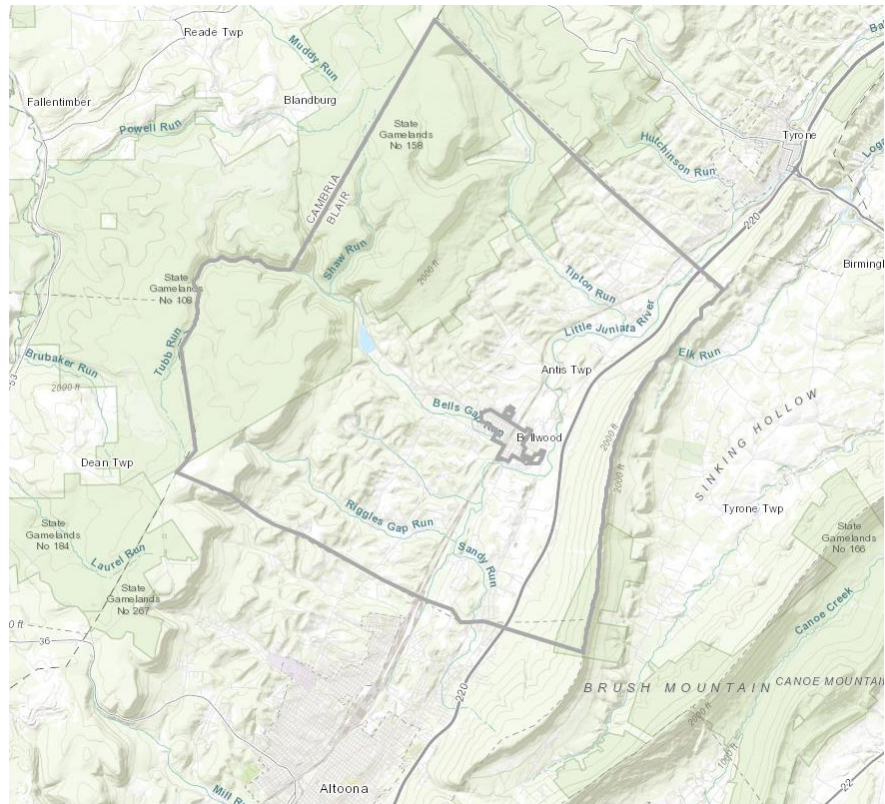
I. Purpose

Antis Township and Bellwood Borough (together the Community) are soliciting proposals from qualified firms to take the lead on the completion of a joint Comprehensive Plan as recommended by Act 247, 2022 Pennsylvania Municipalities Planning Code, Article III, Section 301. Firms that wish to be considered should also have the capacity to complete appropriate and identified ordinance updates or development which could complement the findings and recommendations that emerge from the Comprehensive Plan process. Submissions should outline a scope of work that addresses both items.

II. Introduction & Background

Geography & Demographics

Antis, a Township of the Second Class, was established in its present configuration in 1850 when Logan Township was formed from the southern portion of the older, larger Antes Township. Prompted by the growth of the town, the Pennsylvania Railroad, and the spur line up the Allegheny Front, Bellwood Borough was incorporated in 1888. The Borough is surrounded entirely by the Township and the two municipalities remain intricately connected socially, economically and environmentally.



Located in the northern portion of Blair County, just north of Altoona, Pennsylvania, the two municipalities contain an area of more than 61 square miles. The Township borders five other townships including Snyder to the north, Tyrone to the east, Logan to the south, and the Cambria County townships of Reade and Dean to the west. The 2020 census recorded a population of 8,305 in the Community (1,827 in Bellwood and 6,478 in Antis). Bellwood and its immediate environs in Antis Township have a population density over 2,500 people per square mile, while Antis overall has a density of just 106 people per square mile. The valley between the Allegheny Front and Brush Mountain is very suburban in nature. By contrast, notable agricultural land remains in the valley and the steeper slopes on the eastern and western fringe of the township are predominately wooded. A large portion of the township remains quite rural and generally undeveloped.

Public Works & Environmental Infrastructure & Services – The physical infrastructure of the community is a significant part of the operations, responsibilities and costs of municipal government throughout both municipalities.

- Water Resources
 - Public Water – Bellwood Borough and its environs in Antis Township are served by public water from the Bellwood Borough Authority. Currently, the Authority operates its own distribution system, but purchases and utilizes water from the Altoona Water Authority (AWA) system, including the Bellwood Reservoir near the Borough Authority’s storage tank. They are currently examining development of their own well field in the floodplain of the Little Juniata River. Other parts of the township (especially the Tipton area) receive water from the AWA directly when lines run nearby. In all, only 57% of occupied buildings in the township are connected to public water supplies. The remainder of the township gets water from privately owned and maintained wells.
 - Private Wells – Though a majority of the township dwellings and businesses have convenient access to public water systems, approximately 1,300 must utilize their own privately-owned wells for their potable water. Having few statewide well construction standards and soils prone to on-lot septic system failure, there has been a history of notable well contamination occurrence. Cooperative efforts between water and sewage service providers and the township have resulted in public waterline and sewage line extensions to address this contamination. Yet, we believe the number of contaminated water supplies is still notable.
 - Public Waterways – Besides their value as sources of public water supplies and groundwater recharge areas, waterways throughout the community are utilized by both residents and visitors for fishing, kayaking, swimming and other related recreational activities. They are additionally valued for their aesthetic assets, habitat, and the riparian vegetation which provides buffers from flooding.
- Stormwater – Though both municipalities have passed and enforce ordinances related to stormwater maintenance, (mostly prompted by flood zone and MS4 requirements) it remains difficult to address stormwater challenges throughout the community. Besides frequent flooding, the municipal governing bodies have struggled to keep up with stormwater maintenance and deal with combined sewer collection systems. DEP has enforced requirements in conjunction with Chesapeake Bay pollution prevention, prompting a cooperative council of government arrangement to which both Bellwood and Antis belong. A stormwater fee to pay for those costs (based on impervious surfaces and floodway intrusions) has been discussed by the Township, but not adopted.
- Sewage – As the summary below demonstrates, the Township’s Act 537 Plan should also be among important comprehensive plan topics.
 - Public Sewage – Two sewage plants (Tyrone Regional and Logan Township) provide treatment for three collection systems to all of Bellwood Borough and a large portion of Antis Township.
 - Bellwood Borough Authority - 800 EDUs
 - Logan Township Sewer Department - 420 EDUs
 - The Northern Blair County Regional Sewer Authority – 1,200 residential and 50 commercial customers

- On-Lot Septic Systems – Areas of the township which are not near public sewage lines treat sewage effluent with private on-lot septic systems. Older systems are often not in any recordkeeping tally, so it is difficult to compile an accurate count, but there are about 900 such systems which are accounted for. Based on census data, there may be another 500 structures which are not included in the sanitation authority records. A notable portion of the township has notoriously poor clay soils for on-lot systems, resulting in frequent contamination. These failed systems often present limited replacement options, not just contaminating wells but frequently stifling development.
- Waste & Recycling
 - Waste – Neither the township nor borough provides waste service. Currently all waste collection is done by approximately eight waste collection companies through individual subscriptions. Though firm numbers cannot be determined, it seems likely well over 10% of residents do not have regular waste service, increasing the chances for waste accumulation, illegal open burning and dumping of waste.
 - Composting – The township operates a permitted yard waste composting facility in the Fostoria section of the township, utilizing equipment funded by the Pennsylvania department of Environmental Protection Act 101, section 902 Recycling Program Grant. The township collects brush in the spring and vacuums leaves in both municipalities each autumn and offers a \$10/year pass for residentially generated yard waste drop-off at the facility.
 - Recycling – The township sponsors a popular recycling drop-off at their municipal building for both municipalities. They also require waste haulers to collect recycling from curbside bins provided through a DEP recycling grant. Only one hauler, however, is able to fully meet the recycling requirements.
- Parks, Recreation & Conservation
 - Parks – Antis Township owns and operates a large community park, most of which sets within the Borough. The park has four pavilions, two baseball fields, two playgrounds and a large public swimming pool. The park has enjoyed several significant capital improvement upgrades, but the pool is approaching the end of its lifespan. In addition to the community park and several trailheads, the township also recently upgraded a small park on North Fifth Street in the Borough, near the township border.
 - Trails – The township owns and maintains two trails, the Bells Gap Trail (most of which runs from Roots Crossing to the State Game Lands) and the Logan Valley Trail (from the northeastern end of Bellwood to Becker Road). The township also owns land south of the current southern terminus which will allow ultimate extensions to Altoona. Much of this land consists of, or is near, the riverside of the Little Juniata and several of its tributaries and will remain as natural conservation or recreation areas.
- Transportation
 - Public Streets and Roads – The Pennsylvania Department of Transportation oversees two state routes, US 220, Interstate 99, and seven other secondary highways in the two municipalities. The Borough maintains 8.7 miles of streets and the Township is responsible for just over 45 miles. Maintenance, snow-clearing and related stormwater management of those streets and roads make up a significant portion of the municipal budgets.

- Alleys and Private Roads – Both municipalities are challenged to deal with roads or alleys which are not under municipal control. Both alleys and private roads and streets are used by many, both within and beyond the neighborhood, but are inconsistently maintained and often not supported financially by all parties.

Planning History & Future Goals – The last update to the Township Comprehensive Plan was completed in 2013. Like many smaller boroughs in Pennsylvania, Bellwood has never completed a plan. Particularly since the municipalities share school district and enjoy a positive and cooperative relationship, joint planning makes sense. This cooperation includes a multifaceted agreement which spells out a number of intermunicipal programs and arrangements. They include, but are not limited to:

- Joint recreation facilities
- Shared municipal services and public works initiatives
- Cooperative utility arrangements

We intend, then, to complete a joint plan so as to incorporate, integrate and expand upon subsequent planning projects/advances, so as to assure:

- Sensible development in appropriate places
- Business and institutional growth
- Preservation of the community’s aesthetic character
- Protection of natural assets and agricultural lands
- A rich quality of life which encourages
 - Younger people to remain in the region
 - Others to live and do business in Bellwood-Antis

A Review of Recent Initiatives – Prospective respondents should recognize and consider recent or ongoing related work undertaken, completed or in process within the Community related to day-to-day operations and traditional planning topics and considerations. These include, but are not limited to:

- Infrastructure Enhancements
 - Bellwood Authority water system changes and upgrades
 - Bellwood Authority main sewer line upgrades
- Park and Recreation Initiatives
- Building and Code Reviews and Enforcement
- Ordinance Reviews and Updates
 - Codification and review of ordinances in the Borough
 - Review and updates to a number of ordinances in the Township
- Environmental Services and Programs
 - Recycling and Composting
 - Agricultural Security Preservation Committee
 - Antis Planning commission
- Public Works Initiatives and Projects
 - Parks, Pool, and Trails
 - Stormwater Infrastructure
- Public Education and Communication

Considerations should also include recent initiatives or ongoing work by our agency partners.

- Water and Sewer Service Providers
 - Altoona Water Authority
 - Northern Blair County Regional Sewer Authority
 - Bellwood Borough Authority
- Blair County Sanitary Committee (On-lot septic systems in Antis)
- Blair County Conservation District (Erosion and sedimentation)
- Intergovernmental Stormwater Committee (Stormwater and MS4)
- The Altoona-Blair County Development Corporation (ABCD) (Economic Development)
- The Intermunicipal Relations Committee COG (Special Waste programs)
- Blair County Planning Commission (Property development, motorized and bike/ped transportation and other planning reviews)

III. Priority Issues

This Comprehensive Plan should have a Vision that reflects the needs and desires of current and future residents obtained via creative, thorough, and effective community engagement efforts, and incorporate county and regional planning principals and priorities regarding Land Use, Economic Development, Housing, Sustainability, Transportation, Recreation & Community Facilities, Infrastructure & Community Services, and Natural Resource Protection Elements. Some questions to consider in Developing the Vision:

Housing

- What are current and anticipated housing needs within the Community?
- Is there a need and desire for housing that allows aging in place, downsizing options for empty-nesters, and housing for emerging generations?

Emergency Services

- How can the community meet future law enforcement demands?
- How can we address diminishing volunteerism and escalating equipment costs for our fire companies?

Development and Land Use

- What is the community's land use strategy of the future and how can the two municipalities complement each other?
- What is the economic development strategy of the future?
- How can the community better embrace green technologies and renewable resources?
- How can the community ensure a sustainable economic future while maintaining quality of life?

Transportation

- How does the transportation network need to evolve?
- How can the many challenges of private roads, alleys and paper streets be best addressed?
- What role will bicycle, pedestrian and mass transit play?
- How can other modes besides private autos be made part of comprehensive transportation system?

Community Amenities

- Are municipal buildings adequate for the future and how can we address shortcomings if they are not?
- What is the need for additional “third spaces” (including parks) and what form should they take?
- What is the role of the school district in helping to develop or make available additional “third spaces”?
- What are the next steps in the development of comprehensive trail system?
- How does the community address the formidable task before it related to the aged community swimming pool?

Cooperation between Municipalities

- What current and potential cooperative ventures make sense for the two municipalities?
- How can we equitably build upon the existing cooperative efforts in both the short and long-term?

IV. Scope of Work & Deliverables

Deliverables – The joint comprehensive plan will be one document, serving both municipalities collectively and individually. It should address issues common to both municipalities and engage each one individually. Action plans should include strategic initiatives that take advantage of opportunities for both municipalities and detail initiatives tailored to each individually.

The final project deliverable is an innovative, implementable comprehensive plan that incorporates web-based technologies and is an easily-accessible and understandable plan which reflects community input and provides a method to easily track and measure progress toward meeting our goals and objectives over the next ten (10) years.

Further, the consultant will be expected to:

Steering Committee – The consultant shall work with Township & Borough staff to establish a Steering Committee that collaborates with the Consultant/Consultant Team. The Committee should include representatives of appropriate municipal boards, committees, or commissions, governing bodies and municipal staff, business and institutional entities, residents and other key stakeholders from the Community as deemed appropriate. The Consultant/Consultant Team is expected to attend meetings of the Steering Committee, meetings with the Township Planning Commission, and one public hearing with both municipal governing bodies when the Boards are considering adoption of the Plan. The Consultant/Consultant Team will be expected to lead the meetings or those portions of the meetings devoted to the plan update, including preparation of agendas/applicable portion of agendas.

Website – The consultant shall create and maintain a project website related to the Comprehensive Plan update effort. The website will, at a minimum, provide project specific information as well as an interface for the public to solicit and gain knowledge regarding the public process associated with the creation of the Plan.

Meetings – Coordinate and attend all meetings required of the Consultant/Consultant Team as detailed in this RFP and agreed to by the Township and Borough; required meetings shall include the required ‘Public Meeting’ of the Planning Commission and ‘Public Hearing’ of the Board of Commissioners, both as required by the PA Municipalities Planning Code, Section 301.

Community Research/Survey Elements – Some sort of community research or survey will be necessary to better understand community needs. The proposal will provide details on a strategy to gather this background. The municipalities may provide assistance in the dissemination and promotion of any community survey. The following list is intended to provide insight into the issues which a survey might address.

- **General Assessment** – These bigger picture questions may be best addressed at more public forums, rather than individual surveys.
 - What are our strengths, weaknesses, opportunities and threats?
 - What do we want to be as a community in the near future?
 - What do we envision a quarter century down the road?
 - What existing relationships and partnerships can we build on to implement a comprehensive plan?
 - What is the community's future...
 - Land use strategy?
 - Economic development strategy?
 - Transportation network look like?
 - Aesthetic and environmental protection

- **The Details** – These points are well suited for individual surveys.
 - What services are valued by the community, how will they be provided, and what limitations challenge the community in their implementation?
 - Police
 - Emergency Response
 - Code Enforcement and Construction Inspection
 - Waste and Recycling
 - What are current and anticipated needs and challenges related to housing?
 - Affordable housing (especially for young adults)
 - Empty-nester downsizing
 - Aging in place
 - Property abandonment
 - Absentee ownership
 - Dealing with blight
 - What transportation-related issues need addressed?
 - Private roads, alleys and other challenging access
 - Pedestrian, bicycling and handicap access
 - Public transportation
 - Parking
 - How should community address the impacts of a changing world and environment?
 - New technology
 - Changes to use of office and home space
 - Changes in retail access, downtown vibrancy and expansion of food deserts
 - Greener and healthier living
 - Promoting active and healthy habits and lifestyles
 - Preserving agricultural land, green spaces and historic properties

- Adapting to renewable energy and conservation
 - Addressing greater stormwater challenges
- What is the need for public “third spaces” and what form should they take?
 - Parks and Trails
 - Library, school and other community centers
 - Programming in those “third places”
- How can the community ensure a sustainable economic future while maintaining quality of life?
 - Infrastructure
 - Water
 - Sewage
 - Other Services
 - Aesthetics & resource protection
 - Land use and zoning
 - Sign blight
 - Abandoned/blighted properties
- Business growth and development in the right places: How do we preserve the following while sensibly growing economically?
 - Residential Neighborhoods
 - Rural Areas
 - Wooded Areas (especially on steep slopes)
 - Agricultural Land
 - Surface Water
 - Other Open spaces
- **Agency and Municipal Cooperation** – This section lays out issues to be discussed among the two municipalities and their agency partners.
 - How can the borough and township complement each other, bringing a whole greater than the sum of their parts?
 - What agencies, organizations and municipal partnerships are crucial?
 - How do we build on existing partnerships?
 - How do we build ones which present historic challenges?
 - Can we standardize rules, goals and ordinances in the two municipalities?
 - Shall we explore and commit to further municipal cooperation and joint program. services, and public works efforts?

Preparatory & Background Work

- **Public Participation**
 - Oversee Steering Committee formation and organization.
 - Formulate a strategy for securing maximum public participation during the process; contract with a professional outreach firm if necessary.
- **Municipal Plans** – Review the related Antis Township and Bellwood Borough plans and reports:
 - [2013 Antis Comprehensive Plan Update](#)
 - [2020 Public Fire Protection for Antis Township](#)

- *2017 Stormwater Discharge Individual Permit Application*
- [*2016 Bellwood-Antis Parks and Recreation Plan*](#)
- *2008 Act 537 Sewage Facilities Plan Update for Antis Township*
- Antis Township’s Subdivision and Land Development Ordinance
- Other pertinent Antis and Bellwood land use and environmental ordinances
- **Regional Plans** – Become familiar with the Bellwood-Antis components of, or connections to, county and regional plans, including:
 - [*2018 Alleghenies Ahead: Shared Strategies for a Stronger Region*](#)
 - [*2025-2029 Southern Alleghenies Comprehensive Economic Development Strategy*](#)
 - [*2021 Blair County 2021-2045 Long Range Transportation Plan*](#)
 - Intergovernmental Stormwater Committee (ISC) Work Plans
 - [*2006 Recommended Model Development Principles for Blair County, Pennsylvania*](#)
 - [*2024 All Together Altoona Comprehensive Plan*](#)
 - [*2006 Blair Natural Heritage Inventory*](#)
 - [*2001 Juniata Watershed Management Plan*](#)
 - [*1996 Blair County Heritage Development and Promotion Strategy*](#)

Background Research & Reports

This section of the finished report should provide a succinct, yet thorough, summary of the elements in the Updates, Analysis and Recommendations listed below. Note how your format and approach will present a clear and concise section which readers will find helpful and insightful, rather than long and cumbersome.

- **Updates** – Complete updates of the following for the finished plan.
 - **2013 Ten Year Goals and Objectives** – Review and summarize progress of the 10-year Goals and Objectives from pages 88-89 of the 2013 Comprehensive Plan Update
 - Land Use
 - Housing
 - Economic Development
 - Transportation
 - Community Facilities
 - Public Utilities
 - **Goal and Objective Update** – Establish refined and updated goals and objectives in collaboration with the Steering Committee with input from the Planning Commission.
 - **Demographic and Infrastructure Update** – Update demographic information to the extent necessary to provide a credible update to the Land Use, Economic Development, Housing, Sustainability, Transportation, Recreation & Community Facilities, Infrastructure & Community Services Elements, and Natural Resource Protection elements.
 - **Development Trends** – Review recent land development trends in the Township and consider these trends in formulating recommendations.
- **Analysis and Recommendations** – Communication and educational elements related to each of these components (for both the steering committee and public meetings/outreach) should be described in the proposal.

- **Land Use and Development**
 - Identify and explain the challenges of not having significant land use regulations (beyond a Subdivision and Land Development Ordinance in the Township) in the two municipalities.
 - Communicate the benefits and challenges of land use regulations, including the benefits of joint zoning and the possibility of simplified (rather than onerous and administratively difficult) zoning approaches described in Section VII. Alternative Approaches in Zoning in [DCED’s Pennsylvania’s Municipalities Planning Code, Zoning Planning Series #4](#).
 - Communicate the benefits of [urban growth boundaries](#), [Smart Transportation](#), [green stormwater infrastructure](#), [village or traditional neighborhood development](#), and business building and [parking](#) reforms to encourage that village (rather than suburban sprawl) development.
- **Housing** – Prepare a Housing Element that encompasses all the requirements of the [Pennsylvania Municipalities Planning Code, Planning Series #10](#). This Element shall address housing types, diversity, affordability, and density, and include ordinance provisions that function to implement the recommendations.
- **Recreation and Community Facilities** –
 - **Parks and Trails** – Summarize and update the basic elements of the [2016 Bellwood-Antis Parks and Recreation Plan](#) to reflect the current state of affairs and any new recommendations identified during the planning process.
 - **Public Properties and Operations** – Identify and summarize any significant deficiencies and capital improvements needs in regard to the current municipal buildings and operations, including but not limited to municipal buildings, parking needs, other public properties, and public works operations.
- **Community Aesthetics and Natural Resource Protection** – Past community surveys in the county and Bellwood-Antis have identified the importance of preserving:
 - The natural assets of the area for outdoor enthusiast of all sorts
 - Agricultural and forest land

Evaluation and summaries of those concerns and how to incorporate them into other land use, public land management, blight prevention, open space and agricultural land preservation efforts should be included.
- **Public Safety** – Identify and summarize emergency services and police protection successes, challenges and concerns. This could include, but not be limited to, community perceptions of current services, future needs and expectations, volunteer challenges, and cooperative endeavors.

Other Plan Notes

- **Action Plans** – The plan should provide workable action plans for top recommendations including:
 - A series of strategic project, programs and initiatives that emerge from the planning process
 - Priorities and a timetable for action which is based on expected results and ability to finance and carry out.

An Action Plan should be developed which will prioritize the various recommendations (for the Township, the Borough and the Community as a whole) throughout the document, indicating

- Who would be the appropriate individual or board within the community to have primary responsibility
 - Whether consultants would be needed
 - Possible funding sources
 - Which projects should be considered for upcoming operating budgets or to the municipalities' capital programs.
- **Communication with Municipalities** – Provide memos summarizing work to date along with draft sections of the Update for each Steering Committee meeting.
 - **The Final Document** – A final document with limited text and background data with an emphasis on maps and graphic display, is encouraged. The document should be in a format that is easily displayed on the Township & Borough's website. A variety of Plan products at various stages of the project should be delivered electronically to the municipalities. Examples of the Plan deliverables can include, but are not limited to:
 - Microsoft Word editable and Portable Document Format (PDF) file of the Draft Plan
 - Microsoft Word editable and PDF file of the Final Plan (8.5" x 11"), inclusive of color maps (11"x 17") in digital format
 - A web-based version of the Final Plan

V. Proposal Submission Requirements

General Requirements

Two (2) paper copies of the proposal shall be submitted. The words, "Comprehensive Plan Update Proposal shall appear on the package. This proposal shall include a separate section after the main plan proposal for related ordinance research and preparation done on an hourly basis. The municipalities will consider this optional work if they determine a need exists for that work to be completed. A thumb drive with both the plan proposal and the optional ordinance preparation proposal shall also be submitted and be included in the package. The proposals shall both be submitted by 4 PM (Eastern Daylight Savings Time) March 10, 2025 to:

Douglas Brown
Township Manager
Antis Township
909 North Second Street
Bellwood, PA 16617

Proposals may be hand delivered, delivered by U. S. Postal Service, or by private carrier/courier. Proposals that are faxed or sent electronically will not be accepted Proposals submitted or received after the deadline or proposals that are non-responsive to the requirements of this RFP will not be considered.

Proposal Packet Content

The precise format for the proposal is up to the responding Consultant/Consultant Team; brevity is encouraged. The minimum content required for response to this RFP should include the following items:

- Cover Letter (1 page)
- Introduce entity/firm.
- Describe familiarity with Antis Township & Bellwood Borough and its regional context.
- Interest in the project and a brief description of relevant experience that makes the consultant uniquely qualified to perform the work described in this RFP.
- Signed and dated.
- Firm Overview (1 page): Include information on lead and any sub-vendors on the team.
- Team Qualifications: Identify the project manager/main point of contact for the project. Provide a resumé, qualifications, and references of the personnel who will be involved in the management of the delivery of the services proposed. Include resumé of key team members. Resumés should detail educational qualifications and previous work assignments related to the services proposed. Include qualifications of each employee, as well as expected roles and responsibilities for this project. Identify any subconsultant(s) and their intended role on the team. Provide the percentage of work anticipated to be assigned to any subconsultant(s).
- Describe the availability and manpower estimate for the project manager and team members who will be committed to completing the project through acceptance/adoption by the Board of Commissioners.
- Project Approach: Narrative and graphics describing the consultant team's overall method and general schedule to developing a townshipwide Comprehensive Plan that meets the elements outlined in this RFP.
- Public Participation: Describe and outline the forms/methods of public participation as part of this plan.
- Experience and Examples: Samples of final documents and graphics from comparable projects completed within the previous five years (providing samples on a thumb drive and/or hyperlinks are sufficient).
- Scope of Work: This shall demonstrate the approach the Consultant/Consultant Team intends to take in performance of the tasks outlined in the 'Scope of Work' section of this RFP. Any adjustments or additions proposed to the Scope of Work should be fully explained and justified.
- Project Timetable: A proposed timetable shall be provided, indicating the total time projected for completion of the Update and major tasks. Key milestones for the project shall be indicated, including when meetings and hearings are anticipated, and a proposed timeline of the ordinance updates.
- Cost Proposal: Two separate cost proposals for a total contract not-to-exceed amount for the Comprehensive Plan Update and the Ordinance Updates shall be submitted; costs shall be provided for each major task or phase proposed. A narrative summary of the cost proposal shall be provided as part of the overall cost proposal including any assumptions used in developing the projected cost. The cost proposals shall be separate documents from the technical proposals.

VI. Invoicing

The Consultant/Consultant Team shall invoice the Township monthly. In the case of a consultant team, invoices shall include the cost of services from all members of the team as well as all out-of-pocket costs. Payment will be made to the lead Consultant in the case of a team; it shall be the obligation of the lead Consultant to disperse any payments due other team members.

VI. Proposal Evaluation

Municipal staff and/or Steering Committee will review and evaluate all proposals. The following are the Evaluation Criteria to be used by staff for all proposals:

- Responsiveness to RFP
- Proposed Scope of Work/Innovative approaches to tasks and/or public engagement
- Applicability and quality of previous work
- Qualifications of team
- Budget

VII. RFP Questions

It is inevitable that some details may be unclear or that the municipalities have overlooked some component of the RFP. We, therefore, will accept questions relative to the RFP until February 28, 2025. All questions concerning this RFP shall be directed to Municipal Managers Douglas Brown (dbrown@antistownship.org) and Hope Ray (hlay@bellwoodborough.com) via e-mail at no later than 4:00 p.m. on March 28, 2025. Responses and clarifications of ambiguities will be sent to all entities expressing written interest in the RFP by 4 p.m. on April 7, 2025. Responses will not be provided to questions received after the deadline.

VIII. Timeline

The following timeline will be followed, unless circumstances beyond the control of the municipalities require slight modifications.

- RFP Issued and placed on Township and Borough website: Friday, March 28, 2025
- Respondents' Deadline for RFP Questions: Friday, April 11, 2025
- Municipalities' Response Deadline for RFP Questions: Monday, April 21, 2025
- Deadline for Submission of Proposals: Thursday, May 8, 2025
- Approval of recommended consultant by the municipal governing bodies: May 26 – June 6, 2025
- Work to begin: Within 60 days of Approval by Municipal Governing Bodies (Contract to be executed between consultant and both municipalities prior to start date.)
- Work on Comprehensive Plan to be completed: June 6, 2026
- Work on Ordinance Updates to be completed: October 1, 2026