

**RFP & SCOPE OF WORK**  
**Joint County Comprehensive Plan & Long-Range Transportation Plan**  
**Lackawanna & Luzerne Counties, Pennsylvania**

**Request for Proposals:**

The Board of Commissioners in Lackawanna County and the County Council in Luzerne County, located in Northeastern Pennsylvania, are seeking a consultant team to update the Lackawanna-Luzerne Regional Comprehensive Plan and the Lackawanna-Luzerne Long Range Transportation Plan. The Counties are interested in developing a Comprehensive Plan update that will guide planned growth, open space preservation, effective land-use and transportation planning, economic development, and water resource protection for the future and investigate eco-tourism opportunities of the region.

Interested firms are invited to send one (1) original proposal and five (5) copies to Mark Zulkoski, Luzerne County Purchasing Department, Penn Place Office Building, 20 North Pennsylvania Avenue, Wilkes-Barre, PA 18711.

All proposals must be received by **September 30, 2019**. The detailed Scope of Study/RFP can be acquired via the following websites:

Lackawanna Luzerne Transportation Study MPO – [www.LLTSMPO.com](http://www.LLTSMPO.com)

Pennsylvania Planning Association – [www.Planningpa.org](http://www.Planningpa.org)

Lackawanna County – [www.Lackawannacounty.org](http://www.Lackawannacounty.org)

Luzerne County – [www.Luzernecounty.org](http://www.Luzernecounty.org)

The Scope of Work can also be accessed via e-mail. Contact John Petrini at 570.825.1563 or Christopher Chapman at 570.825.1564 to receive a copy via e-mail.

**PART 1**

**A. Background and Project Intent**

Luzerne and Lackawanna Counties have a long history of working together with the Pennsylvania Department of Transportation (PennDOT) on Transportation planning issues dating back to the 1960's. The two Counties make up the Metropolitan Planning Organization (MPO) for the area and have prepared many Transportation Plans in tandem. The Counties have also worked together in pioneering the first Bi-County Open Space Plan in the Commonwealth which was adopted in 2004, a Bi-County Regional Comprehensive Plan in 2011 and a Long-Range Transportation Plan which was adopted in 2016. The two Counties are now interested in preparing an update to the Bi-County Comprehensive Plan that will guide them, and the 116 local Municipalities that comprise the two Counties, with goals that promotes economic growth; preserves farmland, open space, and water resources; and investigates opportunities to advance the eco-tourism in the region.

The plan will also include an update to the Lackawanna/Luzerne MPO Long Range Transportation Plan as required by the Federal Highway Administration (FHWA) and the Pennsylvania Department of Transportation (PennDOT).

The plan must meet all *Pennsylvania Municipal Planning Code* (MPC) requirements as well as all other State and Federal rules and regulations, including the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and Fixing America's Surface Transportation (FAST) Act. The Counties would prefer that the consultant use, as much as possible, existing Demographic data and other information required by the Pennsylvania MPC that is easily accessible from sources like the Bi-County Open Space Plan and other existing Regional Plans. The Counties are interested in minimizing the data collection efforts to prevent the development of a demographic-laden plan and produce the update as a readable document that can be easily understood by the general public, and easily implemented.

## **B. Specific Interests and Issues to be Addressed:**

In addition to complying with the basic tenets of the MPC and all other applicable laws, the Counties require the Comprehensive Plan to emphasize the following points of interest:

1. Promote sustainable development measures that will utilize green-friendly, aesthetically pleasing design standards;
2. Be a relevant, readable visioning guide for both Counties and local Governments;
3. Contain incentives for local Governments to buy into the Plan;
4. Emphasize practical means of marketing and implementing the Plan;
5. Create a consensus-building atmosphere among Municipalities that will aid in plan preparation and implementation;
6. Update and further implement the 2004 Bi-County Open Space Plan;
7. Use existing, ongoing, or planned multi-municipal plans as a basis or component e.g., the Back Mountain Regional Comprehensive Plan, the Bi-County Open Space Plan, and the Scranton Abington Planning Association (SAPA);
8. Use existing commissions/committees as a vehicle for informing the public and interested stakeholders about the plan and getting them involved in the planning process and implementation phase;
9. Include a Water Resources Management Plan that will accomplish the following tasks: identify and thoroughly analyze water resource management issues and management concerns; provide a detailed description of the hydrologic environment and summary of existing water resources; assist municipal governments in developing and evaluating alternative actions (i.e. project statements), as appropriate, concerning the issues and; select a preferred course of action;
10. Involve all interested parties, such as the chambers of commerce, municipalities, appropriate State department personnel, regional planning/development groups, general public, et al in the planning process;
11. Develop ways to revitalize brownfields/grayfields as a means of slowing/managing urban sprawl; and

12. Support revitalization of downtown area and core communities and address regional growth that will promote strong economic development and identify potential growth areas.

### **C. Long-Range Transportation Plan:**

For the Long-Range Transportation Plan section of the plan, the consultant should incorporate Performance based Planning and Programming (PBPP), Asset Management, and TPM. TPM is an approach to managing transportation system performance outcomes. Asset Management is the application of this approach to manage the condition of the infrastructure assets that are needed to provide for mobility and safety on our national, state, and regional transportation system. PBPP refers to the usage of TPM and asset management into the federal 3-C (Comprehensive, Cooperative, and Continuing) planning and decision-making process. The consultant should focus on identifying how TPM targets will influence the decision makers in adopting investment strategies as well as in addressing risk management assets for their whole life at the lowest practical cost. Ultimately, LRTP's need to ensure that investment decisions are performance-driven and outcome-based.

Transportation planning today faces a cultural change in data collection, management, and analysis; in adopting targets, measurements, and in investments planning; in communicating, sharing, and reporting on system metrics; and in developing investments decisions across all transportation assets or modes. It is fundamentally necessary and self-apparent that stakeholders and decision makers at all levels of transportation planning and programming processes mutually understand and document their various roles and responsibilities.

For questions concerning PennDOT's guidelines for developing an LRTP, please contact Mike Rimer, PennDOT Central Office at 717.836.3433.

The Counties require emphasizing the following overall goal and accompanying points of interest:

**OVERALL GOAL:** Develop, maintain, and manage an adequate, safe, accessible, and environmentally-sound transportation system to provide for the efficient movement of people and goods within and through Luzerne and Lackawanna Counties.

1. Improve safety and reduce the number of accidents on I-81 on the 30 mile portion of the Interstate between Exit 164 (Nanticoke) and Exit 194 (Clarks Summit); work with the Focus 81 Committee, District 4-0, and the Pennsylvania State Police (PSP) to accomplish this goal.
2. Incorporate PennDOT's Transportation Asset Management Plan (TAMP) into the transportation process planning process, with the overall aim of achieving and sustaining a state of good repair over the life cycle of the region's transportation assets and preserving the condition of the National Highway System (NHS), as well as, the overall transportation system.
3. Integrate land use and transportation planning; use the Bi-County Open Space Plan and Bi-County Regional Plan to help promote this practice.

4. Improve project completion time through right sizing efforts; work with PennDOT, developers, project sponsors, and the public to build only the essential aspects of projects.
5. Implement the Intelligent Transportation Systems (ITS) plan and Regional Operations plan.
6. Support and maintain aviation, transit, rail freight, and passenger rail facilities and projects as well as bicycle/pedestrian facilities and projects; include the results of the Downtown Scranton and Wilkes-Barre Bike Study to incorporate future TIP projects; and promote “Park-N-Ride” facilities.
7. Support the creation and implementation of a Complete Streets Policy.

#### **D. Administration and Meeting Schedule:**

**Intent and Meeting Schedule:** The direction and content of the Bi-County Regional Comprehensive Plan will be based upon the interests and desires of the Counties and the input from a Steering Committee comprised of representatives from local governments in each County and other interested stakeholders. The Steering Committee will meet regularly for work sessions throughout the plan preparation.

Meetings for the general public will be held in both Counties. There will be three (3) such meetings held in Luzerne County, one in the Greater Wilkes-Barre Area; one in the Greater Hazleton Area; and one in the Mountain Top area. Three (3) Public Meetings will be held in Lackawanna County, one in Carbondale/Mid-Valley area, one in Scranton/Abington’s area, and one in the North Pocono area. The Public Meetings will coincide with the following Project Phases:

1. Visioning session held prior to plan preparation (following completion of inventory gathering)
2. Following development of initial alternatives or scenarios
3. Review of final draft prior to adoption

**COUNTY PARTICIPATION:** The planning staffs of the Luzerne County Planning Commission, GIS Mapping Department and Engineering Department, the Lackawanna Regional Planning Commission, and the Lackawanna County Department of Economic Development will provide project management assistance and technical expertise toward the preparation and implementation of the Plan.

## **PART II: QUALIFICATIONS AND SELECTION PROCESS**

### **A. Consultant Qualifications:**

The selected consultant shall provide a multi-disciplinary team of experienced professionals with previous experience in developing Comprehensive and Long-Range Transportation Plans who understand the requirements of the Pennsylvania Municipalities Planning Code, MAP-21, the FAST Act and any other relevant documents.

The Project Manager must be a planning professional with experience working with State, County, and Municipal Governments and with the planning requirements of the Commonwealth of Pennsylvania. Preferably, the Project Manager should have an advanced degree in a Planning-related field and be certified by the American Institute of Certified Planners.

The multi-disciplinary planning team must include planners with experience in urban planning, transportation planning, engineering, landscape architecture, GIS, and environmental planning. The team must also include experienced professionals in public participation and outreach techniques who will be able to translate technical concepts to the general public, and professional planners who are well versed in Title VI and environmental justice regulations and outreach techniques. In addition, the team should include a professional who is adept at facilitating meetings and building consensus among diverse interest groups throughout the two Counties.

#### **B. Contacts:**

Any questions or comments can be directed to one of the following members of the Core Planning Committee (CPC):

1. John Petrini at 570.825.1563 or [John.Petrini@luzernecounty.org](mailto:John.Petrini@luzernecounty.org)
2. Christopher Chapman at 570.825.1564 or [Christopher.Chapman@luzernecounty.org](mailto:Christopher.Chapman@luzernecounty.org)
3. Heath Eddy at 570.825.1560 or [Heath.Eddy@luzernecounty.org](mailto:Heath.Eddy@luzernecounty.org)
4. Steve Pitoniak at 570.963.6400 or [PitoniakS@lackawannacounty.org](mailto:PitoniakS@lackawannacounty.org)
5. Matthew C. Jones at 570.963.6400 or [Jonesmat@lackawannacounty.org](mailto:Jonesmat@lackawannacounty.org)
6. Mary Liz Donato at 570.963.6400 or [DonatoML@lackawannacounty.org](mailto:DonatoML@lackawannacounty.org)

#### **C. Evaluation and Selection Process**

The selection process will commence following the proposal deadline date. The CPC will review all submissions and produce a short list of prospective consultants. There may be a mandatory in-person review. A selection committee (SC) consisting of representatives from each County will review the recommended proposals made by the CPC and make the final proposal selection. If necessary, the contract and Scope of Work of the selected consultant team will be finalized through negotiation with the Luzerne County Planning Commission, the contracting County.

All respondents will be notified in a timely manner about the results of the selection process. Respondents are strongly recommended to prepare a concise technical proposal and avoid unnecessary information.

#### **D. Project Timeline:**

The consulting firm should demonstrate the ability to complete the project within a 12-month period commencing from the notice to proceed.

## E. Submission Requirements:

Two (2) copies of the technical and cost proposals are to be submitted to the Luzerne County Planning Commission and the Lackawanna County Regional Planning Commission. The consultant will submit bound proposals and one PDF copy via USB Flash Drive. All proposals must be in written form with 12-point font and 2 inch margins. The proposals, at a minimum, should include the following:

1. **Cover Letter:** The cover letter shall be no longer than two (2) pages and provide a description of the consulting firm, its planning team, and the location of the office in which the work on the plan will be conducted. The letter shall briefly state the consultant understands the services to be provided and verify the ability of the firm to undertake and complete the plan. The letter shall name the individual(s) who will serve as the primary contact(s) for matters relating to the proposal and shall be signed by the individual authorized to commit the firm to the project.
2. **Executive Summary:** The Executive Summary shall contain an overview of the ability and qualifications of the planning team to do the project and shall be no longer than two (2) pages.
3. **Project Understanding:** A written *Statement of Project Understanding* must be submitted to clearly demonstrate that the consultant understands the scope and intent of the project and has a solid grasp of the Pennsylvania Municipal Planning Code requirements, Moving ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) provisions, Fixing America's Surface Transportation (FAST) Act provisions, the *PennDOT Guide on Long-Range Transportation Plans*, and all other applicable State and Federal rules and regulations. This section shall be no more than two (2) pages.
4. **Experience and Qualifications:** A discussion of the experience and qualifications of the consultant and any subcontractor(s) needed to complete the project will be provided and be no longer than three (3) pages.
5. **Project Personnel:** A list of key project personnel for the consultant and any subcontractor(s) will be provided. The section shall be no longer, than three (3) pages for all key personnel and two (2) pages for any subcontractor(s) proposed to work on this project. It should also include a description of their experience and qualifications to perform the tasks to which they will be assigned. An organizational chart showing team members, their responsibilities, and line of communications shall also be included in this section. Resumes for key personnel shall be included.
6. **Project References:** A list of similar projects currently underway and those successfully completed by the consultant and any subcontractor(s) within the last five (5) years will be provided. Each project reference shall identify the project by name and include the client's name, point of contact and telephone number. It will describe the services provided and include the estimated or actual date of completion. This section shall be no longer than three (3) pages.
7. **Work Program:** The consultant shall provide a written work program that will be no longer than four (4) pages, which presents the consultant's technical approach to the project requirements and the techniques and methodologies to be used to complete the Scope of Services.

8. **Project Schedule:** The consultant shall provide a project schedule identifying the anticipated duration and relationship of tasks identified in the Scope of Services, highlighting interim and project completion milestones.
9. **Cost:** The consultant shall provide a not-to-exceed lump sum fee for professional services required to complete the Scope of Work outlined in the RFP. The consultant shall provide a detailed budget breakdown of the lump sum cost by project task, and a summary of non-labor costs and reimbursable expenses. The consultant shall provide an hourly rate of all personnel involved in the preparation of the project and shall bill the Counties at actual cost. The consultant shall also give a timeframe in which the stated cost will be valid. This cost proposal must be in a separate sealed envelope and clearly identified as the cost proposal.

The cost proposal will also include expenses regarding preparation and copying for the following work products:

- Bound copy of the Comprehensive Plan
- Stand-alone version of the Long-Range Transportation Plan
- USB Flash Drive of both
- PowerPoint presentation on USB Flash Drive
- Executive Summary fold-out brochure
- Luzerne County and Lackawanna County will each need approximately 125 copies of the draft plan and about 200 copies of the final plan and associated products.

## **TERMS AND CONDITIONS**

1. The RFP is not subject to a competitive bidding process, and any contract entered into as a result of any proposal will not be based on concept of lowest responsible bidder. Selection will be based on qualifications and the quality of the response to this RFP.
2. The Counties have the right to reject any and all proposals, waive any irregularities, re-issue all or part of this RFP and award any contract at their discretion and without penalty.
3. Soliciting proposals and granting exclusive negotiation rights do not commit the Counties to accepting any terms of any proposal. Final terms of agreement will be determined by direct negotiations.
4. Negotiations may be suspended or terminated at any time it is determined that additional negotiations would be futile.
5. Submission of a proposal constitutes express acceptance of all provisions of the RFP, including any addenda.
6. If it becomes necessary to revise any part of the RFP, an amendment will be issued to all prospective consultants who requested or otherwise received a copy of the RFP and provided contact information.

7. The selected consultant, and any subcontractor(s), must comply with all applicable State and Federal regulations, including but not limited to, all anti-discrimination requirements.
8. Respondents to this RFP are encouraged to include business enterprises owned by qualified minority, women, and disadvantaged firms.
9. If the selected consultant wished to replace key team personnel assigned to the project, the selected consultant will notify the contract executor, John Petrini, Luzerne County Planning Commission, of such action and come to an agreement with the Counties before such action.
10. All materials submitted become the property of the Counties of Luzerne and Lackawanna.
11. Neither Luzerne County nor Lackawanna County shall be liable for any costs incurred by a prospective consultant and any subcontractor(s) in responding to the RFP.