

BOROUGH OF BRIDGEVILLE

ZONING ORDINANCE UPDATE FOR THE CREATION OF THE DOWNTOWN ZONING DISTRICT

REQUEST FOR PROPOSAL

**RESPOND NO LATER THAN
THURSDAY, MAY 9, 2024, 1PM**

INQUIRIES

Joe Kauer

Borough Manager

BOROUGH OF BRIDGEVILLE

425 Bower Hill Road

Bridgeville, PA 15017

Phone: 412-221-6012 x111

Email: jkauer@bridgevilleboro.com

INTRODUCTION

The Bridgeville Borough Zoning Ordinance, last comprehensively updated in 2015, lacks a key component for promoting a unique and vibrant downtown. The Ordinance does not have a distinct zoning district covering the downtown central business district of Bridgeville which is Washington Avenue (PA Route 50) from the South Fayette municipal border to the Collier Township municipal border, which would be able to better accommodate downtown uses.

Downtown Bridgeville is situated within a larger Mixed-Use (M) Zoning District that covers Washington Avenue two to four blocks deep, Baldwin Street and McLaughlin Run Road out to McLaughlin Run Park. The M District is the Borough's only commercial zoning district. It provides for the full array of commercial uses from retail to offices to auto sales / repair / gasoline to even light industry and warehouses.

A link to the current Mixed Use Zoning District Regulations: <https://ecode360.com/14260440#14260440>

A link to the Principal Land Uses Chart: <https://ecode360.com/attachment/BR2287/BR2287-027d%20Table%201.pdf>

A link to the current Bridgeville Borough Zoning Map: <https://bridgevilleboro.com/wp-content/uploads/2021/12/Zoning-Map-2021.pdf>

A Zoning District for the Downtown should be more carefully tailored. It should target uses and building designs that cater to pedestrian traffic and enhance the local experience. The Borough's 2024 Comprehensive Plan prioritizes that the following should be included in this Downtown Zoning District:

- Give preference with first floor and sidewalk facing spaces to customer-oriented uses for retail, eating and drinking establishments, arts and entertainment.
- Allow a mix of uses with nonresidential on the ground floor and offices or residential in upper floors or back spaces.
- Not allow uses that are auto oriented, not frequented by customers, or overly expansive in land consumption such as gas stations, car washes, kennels, and warehouses (all of which are currently permitted in the M district).
- Make sure uses as defined are appropriate for the downtown and accommodate new and emerging uses which would be appropriate in a downtown such as craft brewery or distillery or artisan workspace.
- Flexibility in permitting temporary uses like entrepreneurial pop-ups and other small-scale start-up enterprises.
- Consider exempting downtown uses from requirements to provide off-street parking or make it easier to obtain an exemption.
- Consider revisiting some design standards, currently applicable in the M District, to be more suitable for a Downtown Zoning District.

The Borough is accepting proposals for a contract to perform professional consulting services to assist the Borough with an amendment of the Borough's Zoning Ordinance to improve upon and create a Downtown mixed use zoning district, in accordance with the recently adopted Bridgeville Borough

Comprehensive Plan. The Zoning Ordinance was adopted in 2015 and the Subdivision and Land Development Ordinance was adopted in 1995, with amendments to codes as necessitated by Council. Recently, the Borough completed community planning and adopted an updated Comprehensive Plan. The Comprehensive Plan, scheduled for adoption by Council in April 2024 will be the foundation for the proposed zoning amendment.

The Bridgeville Comprehensive Plan is available for review at: https://bridgevilleboro.com/wp-content/uploads/2023/10/Bridgeville-Comprehensive-Plan_DraftPlan_Oct2023.pdf

Information regarding the Borough of Bridgeville's scope of work, proposed submission instructions, consultant requirements, and evaluation criteria are included with this RFP.

I. PROPOSAL SUBMISSION

1. Six (6) copies of the sealed proposal are requested, as well as the Technical Proposal and Price Proposal. All proposals must be submitted no later than 1:00 P.M. on Thursday, May 9, 2024 to:

Joe Kauer
Borough Manager
BOROUGH OF BRIDGEVILLE
425 Bower Hill Road
Bridgeville, PA 15017
jkauer@bridgevilleboro.com

2. The envelope(s) must be clearly marked on the outside **"ZONING UPDATE PROPOSAL."**

3. Proposal must be mailed, hand delivered, or emailed. No faxed proposals will be accepted.

4. Proposals will be handled confidentially by the Borough of Bridgeville during the pre-award process.

5. Acceptance of a proposal and contract award shall be contingent upon the Borough of Bridgeville being granted State Funding as part of the Municipal Assistance Program.

6. The Municipality will not be responsible for any expenses incurred by the Proposer in connection with this procurement and RFP process.

7. All proposals shall be valid and binding for a period of 180 days.

A. QUESTIONS

Any questions concerning the Request for Proposal should be directed to Joe Kauer, at 412-221-6012 x111 or email jkauer@bridgevilleboro.com

II. FORMAT OF PROPOSALS

A. Letter of Transmittal.

B. Executive Summary.

C. Consultant firm's experience, including ordinance writing experience and knowledge of Federal, State, and local code and regulations.

D. Key Personnel to be utilized on this project and their expertise in land use and developing ordinances.

E. Narrative addressing the Consultant's understanding of the scope of service/activities to be provided.

F. Timeline.

G. Utilization of Municipal Resources.

H. Additional Data.

I. Price proposal of services to be provided, including but not limited to estimated time per activity, wages, travel, copies, etc.

J. Certificate of insurance detailing the amounts of insurance coverage as required further in the RFP packet.

III. GENERAL CONDITIONS

A. No verbal instructions or verbal information to proposer (hereafter proposer or contractor) will be binding on the Borough. These written specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. Should any alterations to these specifications be made in the form of written addenda, they will be emailed to all contractors. These addenda shall then be part of these specifications.

B. Submission of a proposal will be considered as conclusive evidence of the contractor's complete examination and understanding of the specifications.

C. The Borough reserves the right to reject any or all proposals; the right to request additional information from any proposer; the right in its sole discretion, to accept the proposal considered most favorable; and the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interest of the Borough.

The Borough reserves the right to negotiate with proposers to establish variations from the original proposal(s), including proposed cost, which may be in the interest of the Borough.

D. The award will be made to the responsive and responsible contractor whose proposal, conforming to specifications, will be most advantageous to the Borough. Price and other factors will be considered, such as delivery time, quality, service, experience and specific skills and disciplines represented on the consulting team, etc. The award may or may not be made to the consultant or contractor with the lowest cost price proposal.

E. The Borough shall have the right, without voiding the contract, to amend the items or work covered by the specifications. In the event such amendments are made, an equitable price adjustment shall be made between the Borough and the Contractor. All adjustments in price shall be made in writing.

F. Proposers requesting additional information and/or clarifications to the proposal specifications shall submit the inquiries to Borough Manager Joe Kauer, in writing, to the email or mailing address listed on the cover page, not less than five (5) working days prior to the proposal opening date. Inquiries received less than five (5) working days prior to the proposal opening date will not receive responses. See paragraph A above for additional clarification.

G. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or handicap. The contractor will take affirmative action to ensure that applicants are employed without regard to race, color, religion, sex, age, handicap, or

national origin. Contractors will take steps to insure employees are treated during employment without regard to race, color, religion, sex, age, handicap, or nation origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

H. The contractor shall not initiate work or incur any cost until such time as the Borough receives confirmation that grant funds shall be available, at which time the Borough shall issue a Notice to Proceed.

I. **CONTRACT TERMINATION:** A contract may be cancelled by the Borough by giving the contractor a minimum of thirty (30) business days or provided in written notice to the contractor.

J. **INDEMNIFICATION:** The Proposer shall assume the defense of and indemnify and hold harmless the Borough, its officers, agents and employees from and against all claims, demands, actions, suits, and proceeding by others and against all liability, both negligent and non-negligent, arising directly or indirectly out of the actions of the Firm/Proposer in their performance of this contract.

K. **INSURANCE:** The successful Proposer, prior to commencing work, shall provide at its expense, the following insurance to the Borough, evidenced by Certificates of Insurance. Each certificate shall require that notice be given, thirty (30) days prior to cancellation or material change in the policies, to the Municipality's representative.

Workers' Compensation including Occupational Disease and Employer's Liability Insurance:

1. Statutory-amounts and coverage as required by Pennsylvania Workmen's Compensation and Occupational Disease Laws.
2. Employer's Liability – Bodily injury by:
 - a. Accident \$100,000 each
 - b. Disease \$500,000 minimum policy limit
 - c. Disease \$100,000 each employee

Liability:

The successful contractor shall maintain a commercial general liability insurance policy, using an occurrence form of coverage. The required coverage forms are:

1. Comprehensive
2. Premises – Operation
3. Contractual Insurance
4. Independent Contractor

The Comprehensive General Liability Policy shall have a minimum limit of liability of \$300,000 per occurrence.

Automobile liability coverage with minimum combined single limits of \$300,000 per occurrence.

The successful Proposer shall obtain total minimum coverage limits of \$1,000,000 per occurrence. The additional limits above the General Liability and Automobile Liability policies (required above) may be provided by Excess and/or Umbrella Liability policies.

All policies except Professional Liability shall name the Borough, its officers, agents, and employees as an additional insured. This coverage shall be reflected on the Certificates of Insurance.

Nothing contained in this section shall be construed as limiting the extent of the Proposer's responsibility for payment of damages resulting from his operations under the contract.

IV. MAIN OBJECTIVES

A. The Zoning Ordinance should be written to reflect the insights which have been developed through the Comprehensive Planning process recently undertaken by the Borough.

B. The Zoning Ordinance should be written to reflect modern zoning practices.

C. The Zoning Ordinance should be clearly written, streamlined, and simplify the Borough of Bridgeville's administrative processes.

V. SCOPE OF WORK

The consultant or consulting team will provide the planning services necessary for the complete the creation of a zoning ordinance text, updated principal land use table and map amendment to create a zoning ordinance district for Bridgeville Borough's downtown with limits of Washington Avenue from the Collier Township border to the South Fayette Township border. The Borough is seeking a proactive, intentional approach to zoning and development within the Borough.

The selected firm will work closely with the Borough Planning Commission throughout the project. The consultant may also be asked to participate in public hearings or present progress updates to Borough Council from time to time, in service of the overall project goals. The consultant may submit suggestions on how the scope of work can be enhanced and/or amended, plus additional details of approach, methods, etc. for carrying out the project. In the process of addressing the main objectives listed earlier in this RFP, the consultant will:

- Adhere to all requirements of the Pennsylvania Municipalities Planning Code (MPC) when developing both ordinances.
- Meet and/or teleconference with Borough Planning Commission regularly for project review and status updates.
- Create a simplified, easy to read zoning map for the Downtown District as identified through the Comprehensive Plan
- Update definitions with new use and terminology.
- Comprehensive review of permitted uses for the new Downtown Zoning District, definition updates, parking requirements, etc.
- Update design standards, improvement requirements, etc.

VI. PROJECT COORDINATION

Throughout the project, coordination will be maintained between the Borough and the consultant.

The consultant's approach and method must include, at a minimum:

- A. Initial meeting with the Planning Commission and Borough Manager to review the project.
- B. Regular meetings with the Borough Planning Commission. Bridgeville Planning Commission meets regularly, fourth Monday of each month, 7PM.
- C. Obtain the input of the public through a variety of techniques to include but not necessarily limited to public workshops, surveys and public meetings.
- D. Prepare and present draft and final Ordinance.
- E. Present the final Ordinance to the public and the Bridgeville Borough Council and participate in a public hearing to formally present the plan for approval and adoption if necessary.

VII. PROPOSAL

Proposals are to be submitted in two (2) parts with each sealed in a separate envelope. The first part of the proposal (marked "Technical Proposal") shall include the technical aspects as thereafter explained but shall not include any discussion of fees or out-of-pocket expenses to be billed to the Municipality. The second part of the discussion (marked "Price Proposal") shall include details as to fees charged and out-of-pocket expenses to be billed. Six (6) copies of each of the Technical Proposal and the Price Proposal shall be submitted. All proposals shall be valid for a period of 180 days.

A. Technical Proposals – should include the following information in the order detailed:

1. **Letter of Transmittal** including:

- a. The consulting firm's name, mailing address, and nearest office location;
- b. Identification of the contact person for the consulting firm, including all contact information;
- c. A statement that the proposal is in response to the Consultant for the Borough of Bridgeville Zoning Amendment RFP.

2. **Table of Contents** – Include a clear identification of the material included in the proposal by page number.

3. **Consultant Firm's Experience** – The Borough of Bridgeville seeks a consultant that has demonstrated capabilities in developing zoning ordinances and SALDOs, incorporating the goals of a comprehensive plan into the ordinances, and creative public outreach approaches.

Responses to the RFP must include the full range of skills and experience necessary to perform the work that is outlined in the Scope of Services. To best express their qualifications for the project, the consulting firm should provide:

- A brief history of the consulting firm, no longer than one (1) page in length;
- A narrative explaining the firm's approach to the project;
- Any consultant suggestions for how the scope of work can be enhanced, plus additional details of approach, methods, etc. for carrying out the prescribed work;
- Proposed work schedule;
- Examples of recent work that are similar in nature;

- At least three (3) references with contact information for recent and relevant work. Consultant(s) should specify his/her/their role(s) in each of these projects, the type of work he/she/they performed, and results of the created ordinances.

4. Key Personnel -

- a. Personnel assignments and individual work experience;
- b. The anticipated roles of all personnel assigned to this project;
- c. Resumes of the personnel assigned to this project, including any sub-consultants, attached as an Appendix at the end of the proposal.

5. **Timeline** – The proposal shall include a project completion schedule/timeline that provides anticipated date of completion. It is anticipated that the project will take approximately four-six (4-6) months to complete.

6. **Utilization of Municipal Resources** – The Proposer should provide an estimate of the number of hours which will be required of: (1) Borough’s staff to assist with the provision of data; (2) management staff to provide interviews; and (3) Borough interviews/meetings.

7. **Additional Data** – Include in this section any pertinent information not covered in any of the previous sections. If there is no additional information to present, please so state.

B. Price Proposals – shall include a detailed cost estimate for each of the tasks defined in the scope of services. Project cost estimates should include the number of hours, hourly rates for principals, project managers, and other personnel assigned to each task. The consultant’s bid must also include any related expenses, such as travel.

C. Billings and Payment Terms – Proposers shall include required payment terms, although monthly progress billings are preferred for both the consultant fees and out-of-pocket expenses. Billings should show the total professional hours, by classification, together with applicable rates and extensions, actual travel expenses incurred, and a reasonable itemization of other out-of-pocket expenses.

VIII. EVALUATION OF THE PROPOSALS

The Technical Proposals will be evaluated in terms of:

- Understanding the Scope of Services and objectives of the project;
- Creativity and innovation in techniques and ideas;
- The relevant qualifications and recent experience of the consultant(s) in preparing land use ordinances and meeting objectives of the comprehensive plan;
- Qualifications and experience of the consultant and assigned personnel;
- Ability to carry out and manage the project, and to meet the expected project timeline/ completion schedule.
- Proposals will be competitively judged on the quality and value of the proposed work approach, products, etc., and proposed budget;

After the three (3) best Technical Proposals have been selected including the Price Proposals of these three (3) firms, an award will then be made to the firm which, in the opinion of the Planning Commission and Council of the Borough submitted the most beneficial proposal, cost and other relevant factors considered. Please note that the award may or may not be made to the firm submitting the lowest cost proposal.

The Planning Commission and/or Borough Council reserve the right to interview any or all the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information after submission of the proposal.

The Borough reserves the right to reject all proposals submitted and to request additional information from Proposers. Notice is also given of the possibility that an award may be made without discussion or after limited negotiations. It is, therefore, important that all proposals contain the most favorable terms possible and should be complete in all respects.

Proposals will be evaluated by a team consisting representatives of the Planning Commission and Borough Council of Bridgeville, a regional representative of the DCED/CLGS and others as selected by the Borough of Bridgeville.

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