

**REQUEST FOR PROPOSALS
TOWN OF CHESTERTOWN
WATER RESOURCES AND MUNICIPAL GROWTH ELEMENTS
2009**

Issue Date: Feb. 2, 2009

February 2, 2009

Consultants:

The Town of Chestertown is located in Kent County, Maryland, and is in the process of selecting a planner / consultant for development of a Comprehensive Plan Municipal Growth Element and Water Resources Element for the Town. Development of these new Plan elements shall be consistent with all of the new requirements of House Bill 1141, which was passed in the 2006 session of the Maryland General Assembly.

The attached Request For Proposals (RFP) is included for your consideration.

Should your firm decide to respond to this RFP, please send your sealed proposal to the Town of Chestertown, 118 N. Cross Street, Chestertown, Maryland 21620, by 12:00 noon on Friday, February 27, 2009.

Sincerely,

W. S. Ingersoll, Town Manager
Town of Chestertown

Copy of advertisement

NOTICE TO PLANNERS/CONSULTANTS
Town of Chestertown
Municipal Growth Element and Water Resources Element

The Town of Chestertown will accept sealed bids from planning/consulting firms to develop a Municipal Growth Element and Water Resources Element for the Town's Comprehensive Plan. Development of these elements shall be consistent with House Bill 1141, which was passed in the 2006 session of the Maryland General Assembly. Specifications and bid forms are available at the Town Office, 118 N. Cross Street, or online at www.chestertown.com/gov/bids.php.

Sealed proposals must be received by 12:00 noon, Friday, February 27, 2009. Send proposals marked "SEALED RFP PROPOSAL" to the Town of Chestertown, 118 N. Cross Street, Chestertown, MD 21620.

The Town of Chestertown is an equal opportunity employer and reserves the right to accept or reject any and all bids.

By authority of
Margo G. Bailey, Mayor

REQUEST FOR PROPOSALS (RFP)

- I. Project: Revise the Town of Chestertown's Comprehensive Plan to include a Municipal Growth Element and a Water Resources Element, consistent with all of the requirements of House Bill 1141 which was passed in the 2006 session of the Maryland General Assembly. The Town of Chestertown is inviting proposals for professional consulting services to add these two newly required Plan elements to its comprehensive plan.

The proposals shall include a (by task) itemized "proposed budget", indicating the contracted cost to the Town for a final product meeting all of the requirements indicated within each task outlined in this RFP. Proposals must include three references, a work sample, and other general qualifications as shown in Section XII of this RFP.

- II. Project Goal: To revise the comprehensive plan of the Town to bring it into compliance with the new requirements of HB 1141 by October 1, 2009.

Background: Chestertown was originally founded in 1706 and served as a thriving mid-Atlantic port of entry for the colonial movement into Maryland. Chestertown was incorporated in 1805 and is the County seat of Kent County. In the Victorian era, the Town experienced growth and industry booms that were unmatched until the present time.

Chestertown is the home of Washington College, a 227 year old liberal arts college with approximately 1,300 full time students. The Town consists of about 1650 acres and had a 2000 Census population of about 4,750 persons, in 1,890 households.

Chestertown and Kent County have received national acclaim as highly attractive places for retirement, and the Town anticipates increasing development pressure as a retirement community. One of the challenges will be to promote and accommodate an appropriate mix of residential and commercial uses while encouraging well-paying jobs that minimize negative impacts and generate opportunities for a strong local workforce. The rate and type of growth must not overwhelm Chestertown's unique character and high quality of life.

- III. Scope of Work:

Task #1: Municipal Growth Element

Work with the Mayor and Town Council, Planning Commission, and citizens of the Town of Chestertown to prepare a Municipal Growth Element, which addresses all of the requirements

described in HB1141, for incorporation into the Town of Chestertown's Comprehensive Plan. Coordinate with the Maryland Department of Planning and other appropriate State agencies in this effort. The end product will be a new comprehensive plan element for the Town that meets all of the requirements of HB1141 and is consistent with Maryland's Smart Growth Principles.

At a minimum, the following items should be addressed (as discussed in MDP's Models and Guidelines #25 entitled Writing the Municipal Growth Element to the Comprehensive Plan):

1. Anticipated future municipal growth area outside the existing corporate limits of Chestertown;
2. Past growth patterns of the Town;
3. The capacity of land areas available for development within Chestertown, including in-fill and redevelopment;
4. The land area needed to satisfy demand for development at densities consistent with the long-term development policy;
5. Public services and infrastructure needed to accommodate growth within the proposed municipal growth area, including those necessary for:
 - a. Public schools, sufficient to accommodate student population consistent with State rated capacity standards established by the Interagency Committee on School Construction;
 - b. Libraries;
 - c. Public safety, including emergency medical response;
 - d. Water and sewerage facilities;
 - e. Stormwater management systems, sufficient to assure water quality both inside and outside the proposed municipal growth area; and
 - f. Recreation.
6. Anticipated financing mechanisms to support necessary public service and infrastructure;
7. Rural buffers and transition areas;
8. Any burden on services and infrastructure for which the Town would be responsible for development in areas proximate to and outside the proposed municipal growth area;
9. Protection of sensitive areas, as defined in Article 66B of the Annotated Code of Maryland, that could be impacted by development planned within the proposed municipal growth area;
10. Population growth projections; and,
11. The relationship of the long-term development policy to a vision of Chestertown's future character.

Task #2: Water Resources Element

Work with the Mayor and Town Council, Planning Commission, and citizens of the Town of Chestertown to prepare a Water Resources Element, which addresses all of the requirements described in HB1141, for incorporation into the Town of Chestertown's Comprehensive Plan. Coordinate with the Maryland Departments of the Environment and Planning, as well as other appropriate State agencies in this effort. The end product will be a new comprehensive plan element for the Town that meets all of the requirements of HB1141 and is consistent with Maryland's Smart Growth Principles.

At a minimum, the following items should be addressed (as discussed in MDP's Models and Guidelines #26 entitled The Water Resources Element: Planning for Water Supply and Wastewater and Stormwater Management):

1. Identify drinking water and other water resources that will be adequate for the needs of existing and future development proposed in the land use plan element, considering available data provided by the Maryland Department of Environment;
2. Identify suitable receiving waters and land areas to meet stormwater management and wastewater treatment and disposal and needs of existing and future developments proposed in the land use plan element, considering available data provided by the Maryland Department of Environment.

Task #3: Revisions to Other Plan Elements and Plan Maps

Propose any text revisions with specific language and any mapping changes for the other elements and maps of the Chestertown Comprehensive Plan required as a result of the addition of the Municipal Growth and Water Resources Elements. These revisions may be necessary for consistency purposes or as a means to provide necessary linkages and references between the required Plan elements. The recommended text and map revisions for the other Plan elements are anticipated to comprise an Addendum that will be formally incorporated into the existing published Comprehensive Plan as part of the formal six-year update cycle specified in Article 66B.

- IV. Project Timeline: This project is grant funded and therefore has a fixed deadline date. A draft Municipal Growth Element and Water Resources

Element that has been through State Clearinghouse review (See Section VIII), and has been revised accordingly, must be completed prior to September 30, 2009. A final version of the new elements and text revisions to other elements for the comprehensive plan must be completed within 30 days of the stated deadline date. The consultant will include a proposed timeline in the proposal. Such timeline must also include submittal of the Municipal Growth Element to the Kent County Commissioners for review and comment (See Section VII).

- V. Meetings: The consultant will conduct meetings with the Town Planning Commission and the Mayor and Town Council, including public input, as necessary to fully accomplish the tasks outlined in this RFP. The consultant will include in the proposal a tentative meeting schedule and also a review of milestones schedule for the new comprehensive plan elements. Within this schedule, the consultant shall include attendance at a meeting between the Town and the County regarding the Municipal Growth Element, as required by HB 1141. The Consultant should also anticipate at least one meeting each with the Maryland Departments of Planning and Environment to discuss the Municipal Growth Element and Water Resources Element, respectively.

- VIII. State Clearinghouse Review: The consultant will be required to submit fifteen (15) copies of the Municipal Growth and Water Resources Elements and other recommended changes to the Comprehensive Plan to the State Clearinghouse for the required 60-day review and comment period.

- IX. Public Hearings: Following the State Clearinghouse review process, the consultant will be required to conduct a public hearing with the Planning Commission and present a draft of the new elements of the Plan to the Town in accordance with the requirements of Article 66B of the Annotated Code of Maryland. Following the public hearing, a recommendation will be made to the Mayor and Town Council, who will in turn review the new elements and hold a public meeting for adoption of the Plan. The consultant will be expected to attend this meeting as well.

- X. End Products: The consultant shall provide twelve (12) final approved copies, in both hard copy and digital format, of the following items:
 - A. Municipal Growth and Water Resources Element for the Town of Chestertown.
 - B. Specific language for proposed text and mapping revisions to other elements of the Chestertown Comprehensive Plan; and,
 - C. New maps illustrating the new Plan elements.

All final products will match the font and layout of the present Chestertown Comprehensive Plan so that pages can be printed and added to the existing Plan.

- XI. Grant Management Requirements: This project is being partially funded by a Coastal Communities grant from the Maryland Department of Natural Resources. As such, the selected consultant will be required to adhere to all of the procedural requirements outlined in the grant contract, for example, submitting quarterly progress reports and invoices to the Town in a digital format, putting the NOAA logo on the final products, and preparing a final one page summary / project description in conjunction with the completion of the contract.
- XII. Qualification Statement: The prospective firm is required to provide the following within the proposal:
- State the number of years your organization has provided this type of service.
 - List similar projects your organization has completed. Include project description, completion date, and jurisdiction.
 - List current projects. Include project description, anticipated completion date, and jurisdiction.
 - Provide a resume for each of your current key professional staff that may be involved in this project.

Sealed proposals may be submitted to the attention of Mr. William S. Ingersoll, Manager, Town of Chestertown, 118 N. Cross Street, Chestertown, Maryland 21620 until 12:00 noon on February 27, 2009. E-mail submissions will not be accepted.

The successful firm must agree to commence work on or before March 16, 2009 in order to fully complete the project by the date set forth HB 1141.

The Town of Chestertown reserves the right to reject any and all proposals and/or waive informalities or irregularities as it may deem best for its interest. Proposals are prepared at consultant's expense and become Town property and an item of public record.

Mayor and Council
Town of Chestertown, Maryland