



**REQUEST FOR QUALIFICATIONS**

**FOR**

**Professional Services**

**For a Consultant (or team of consultants) to undertake preparing and writing a  
Comprehensive Plan for the County.**

**BEAVER COUNTY COMMISSIONERS**

**BEAVER COUNTY COURTHOUSE  
810 THIRD STREET  
BEAVER, PA 15009**

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**ADVERTISEMENT**

**REQUEST FOR QUALIFICATIONS – PROFESSIONAL SERVICES**

Notice is hereby given that the Board of Commissioners, of the County of Beaver, Pennsylvania, is seeking sealed qualification proposals from qualified firms for Professional Services to prepare a Comprehensive Plan for Beaver County Pennsylvania. All qualification proposals will be received until 4:00pm, on MONDAY, NOVEMBER 21, 2022, via email to Wayne Souffrant, Director of Central Services for the County of Beaver, [wsouffrant@beavercountypa.gov](mailto:wsouffrant@beavercountypa.gov).

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810 THIRD STREET  
BEAVER, PA 15009**

At that time all timely received proposals will be acknowledged but will not be read aloud. Proposals received after the proposal receipt deadline will not be accepted. Proposals will be held in strict confidence until evaluated and reviewed, and a proposal is selected.

Copies of this Request for Qualification (RFQ) will be available after 10:00am, on TUESDAY, OCTOBER 18 2022, in the office of Wayne Souffrant, Director of Central Services for the County of Beaver, the aforementioned, Beaver County Courthouse, or on the Beaver County website, at [www.beavercountypa.gov](http://www.beavercountypa.gov), under Bids and Proposals.

Proposals must be submitted in the format required by this RFQ. All proposals submitted are valid for acceptance by the County of Beaver and may not be withdrawn for a period of ninety (90) days after the actual date of opening thereof.

Once all timely submitted qualification proposals are evaluated and reviewed, the County of Beaver Board of Commissioners will select, for contract negotiations, the vendor whose qualification proposal they solely deem to have the experience and qualifications to be the most advantageous for the County of Beaver.

The County of Beaver Board of Commissioners reserve the right to reject any and all proposals, to waive any informalities in any proposal, or to cancel this RFQ in its entirety, when it is in the best interest of the County of Beaver.

COUNTY OF BEAVER  
BOARD OF COMMISSIONERS

DANIEL C. CAMP III, CHAIRMAN  
JACK MANNING, COMMISSIONER  
TONY AMADIO, COMMISSIONER

Insert Dates: October 18 and October 21, 2022

**I. PURPOSE**

The Board of Commissioners of the County of Beaver, Pennsylvania, is requesting Qualifications from a Consultant to secure a contract for professional services for the writing and preparation of a County Comprehensive Plan.

The comprehensive plan will update elements of the county’s 2010 comprehensive plan and provide perspectives on current and emerging planning issues. The plan will follow the “implementable plan” approach and, as such, will be strategic with practical recommendations, action plans, and means of implementation.

**II. SUBMISSION OF PROPOSALS**

An electronic copy of your qualification proposal must be received no later than 4:00pm, on MONDAY, November 21, 2022, and submitted to [wsouffrant@beavercountypa.gov](mailto:wsouffrant@beavercountypa.gov) (724-770-4461). At that time, all timely received qualification proposals will be acknowledged but will not be read aloud. All qualification proposals must be submitted via email with subject line clearly marked “RFQ –for Professional Services for the preparation and writing of the Beaver County Comprehensive Plan”

The County of Beaver assumes no responsibility for not receiving proposals and all parties should verify that their proposal has been received prior to the proposal submission deadline. Proposals received after the proposal submission deadline will not be accepted.

All proposals shall be deemed proprietary and kept confidential until the time of contract award at which time all proposals become public and available for public examination. All proposals become the property of the County of Beaver at the time of proposal submission.

**Preparation of proposals by any prospective proposer shall be made at the prospective proposer’s expense.**

All proposals must be signed by a person authorized to commit the proposing firm to any and all terms and conditions, as specified in this RFQ.

The County of Beaver Board of Commissioners reserve the right to reject any or all proposals in whole or in part, to negotiate costs or seek additional proposals or to cancel this RFQ in its entirety, as they deem appropriate, and to award a contract to the firm whose proposal they solely deem to have the best interest in the County of Beaver.

During the evaluation process, the County of Beaver reserves the right, where it serves the County’s best interest, to request additional information or ask for clarification about each proposal, to allow correction of errors or omissions, and the further right to conduct oral presentations at the Beaver County Courthouse.

All qualified persons, firms or proposers shall receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap status or gender. The County of Beaver is an equal opportunity employer. The selected firm must ensure that they conduct their business in a similar manner and not discriminate, as noted above.

### **III. REQUIRED CONTENT**

Qualified firms are encouraged to submit an electronic copy of your qualification proposals, in accordance with the requirements of this RFQ. Failure to include any required information in your proposal may disqualify your firm as a potential vendor. Each proposal shall be prepared to provide a concise description of the proposer's ability to satisfy the requirements of this RFQ. Your proposal must be of sufficient detail to describe the following:

#### **A. Introductory Section**

1. The name, job title, address, phone number and email address of the primary contact of the firm submitting the proposal.
2. The name, job title, address, phone number and email address for the person in the firm who will be responsible for contract negotiations for this project.

#### **B. Experience**

Please provide the qualifications and experience of key personnel who may be assigned to this project. Please identify each person by name, title, proposed role, updated experience and current resume. Also include any pertinent information, to include degrees, certificates, professional affiliations, technical training, etc.

#### **C. Corporate Overview**

Please provide a comprehensive corporate overview describing the services provided by your firm. Please highlight any specific data that uniquely qualifies you as it relates to this project. Also include:

1. A copy of your firm's most recent financial statement, not more than fifteen (15) months old.
2. Provide the name, address, phone number and email address of the firm that prepared the financial statements.
3. A brief history of the proposer's firm, including the year the company got started, number of employees and location of office (s). This should also include any name changes your company has gone by and the length of time your company has been known by those name(s).

D. Plan Approach and Timeline

1. Please provide a descriptive narrative of your understanding and proposed approach to successfully perform The Beaver County Comprehensive Plan project, including a specific description, or any exceptional, value-added features or capabilities that may be beneficial to the County of Beaver that the proposer will bring to this project.
2. Please provide a proposed work plan which should include a detailed outline of the time commitment for this project, broken down by tasks, milestones and duration of this project, from the initial stage of this project to conclusion.

E. References

Please provide a list of three (3) client references for projects similar in size and scope of this project that has been successfully completed by your firm. Please list the name, address, contact person and title, phone number and email address for each client.

**IV. SCOPE OF WORK**

The Professional Services scope of work will include the following:

Beaver County is located in Western Pennsylvania bordering Ohio in the Pittsburgh Metropolitan Statistical Area. Based on the 2020 Census Beaver County's 2020 population is 168,215, down from the 2010 Census count of 170,539 and the 1970 peak of 208,418. The county has a mix of small urban communities, most with decreased populations, and suburban and rural areas with stable populations. The county's economy is transitioning from steel and associated industries that collapsed in the 1980s to a more diversified economy of smaller and more specialized manufacturers plus service businesses and health care. Construction of the Shell Petrochemical plant in Beaver County was completed late this past summer. This ethane cracker plant is a major petrochemical plant that will employ 600 people and produce polyethylene from the abundances of shale gas in the region. There is potential to spur additional industrial and business development.

The Beaver County Board of Commissioners will enter into a contract with the selected consultant. The Beaver County Office of Planning and Redevelopment will lead development of the comprehensive plan and manage consultant work. The Beaver County Planning Commission and a comprehensive plan steering committee will have advisory roles.

## **Project Description**

Beaver County is meeting its obligation under the PA Municipalities Planning Code to update its comprehensive plan every ten years. More importantly, the county recognizes the value of a comprehensive plan to draw input from the community, set new directions for the county for the next 5-15 years, and bring the county, municipalities, and agencies together to improve Beaver County.

The plan has already taken initial steps. It has been branded – Beaver County FOCUS – to emphasize its intent to be strategic and to focus the work of officials and groups on the most important directions for the future. A network of county and municipal officials, agency representatives, and community leaders was organized. From that network, the Beaver County FOCUS Steering Committee was formed. From two issues summits and months of work, three issues emerged as priorities for attention in the county comprehensive plan. For each issue, work groups outlined more specific areas of priority and concerns.

| Beaver County FOCUS Steering Committee Issues, Areas of Priority, and Concerns |  |  |
|--|--|--|
| ISSUES   | PRIORITIES   | CONCERNS   |
| Quality of life  | Improve communication  | Between local, county, and state governments   |
|  |  | Between county government and the residents  |
|  |  | Between government and private community service organizations   |
|  |  | Utilize all forms of media to reach more   |
|  |  | Structure positive messaging and deal with false reporting   |
|  | Infrastructure   | Need overarching County plan & point person to reduce disconnected, uncoordinated pockets of development                 |
|  |  | Update regulations before development  |
|  |  | Cost of water/sewage upgrades to comply with environmental regulations- has consolidation been discussed?                |
|  |  | Beautification – storefronts, towns, and landscape   |
|  |  | Utilities availability and reliability   |
|  | Rivertown development  | Preserve and utilize unique community character in each town   |
|  |  | Promote/market recreational value of rivers  |
|  |  | Many groups working on rivertown development- thoughts on combining  |
|  | Sustainable development  | Require investment by companies locating here to take advantage of local resources                                       |
|  |  | Farmland preservation- protect our rural areas from sprawl and environmental impacts                                     |
|  | Recreation   | Parks are a huge asset – promote   |
|  |  | Many cultural opportunities/events within each town  |
|  |  | Marketing  |
|  |  | Develop recreational opportunities around the rivers   |
|  | Housing  | Lack of affordable housing for renters, seniors, people with disabilities  |
|  |  | Only homeless shelter for men now closed   |
|  |  | Programs that help with home repair costs and accessibility have limitations   |
|  |  | More diverse options – single-family homes compared to apartments and condos   |
|  |  | Attracting the next generation – community neighborhoods   |
|  |  | Need good data on current housing stock  |
|  | Transportation   | Blight removal   |
|  |  | Reduce social isolation & promote inclusion  |
|  |  | To support employment  |
|  |  | Need better access to Pittsburgh for public use commuters  |
|  |  | Need data on ridership trends & where we need connected to next for attracting development & avoiding bottleneck traffic |
|  | Education  | New modes – Uber/Lyft, rail  |
|  |  | State issue – however, mergers needed due to lower enrollments & lack of tax base to support costs                       |
|  |  | Improve test scores  |
|  |  | Promote positive – CCBC pilot program with Pell grants & all school districts  |
|  |  | Prioritize trade schools, labor apprenticeships  |
|  | Health & Safety  | Promote lifelong learning  |
|  |  | Rural broadband internet access vs. cost   |
|  |  | Opioid addiction, mental health, growing senior population, air/water quality  |
|  |  | Accessibility to medical care, location & insurer networks   |
|  |  | Shortage of health care workers  |
| Jobs   | Merging or coalitions for fire & police  |  |
|  | Plans to mitigate future consequences of development as well as potential loss of power sources- First Energy  |  |
|  | Living wages- attracting companies that provide solid careers  |  |
|  | Workforce development  |  |
|  | Identify future workforce skills needed & focus education/training at younger ages- middle school  |  |
|  | Incubators to start small businesses, grants to help start up, assistance for rough times, first few years & retirement/closing so viable longtime businesses not lost |  |

**Beaver County FOCUS Steering Committee Issues, Areas of Priority, and Concerns**

| ISSUES  | PRIORITIES  | CONCERNS  |
|---|---|---|
| <b>Hospitality, Retail, Small Business, and Financial</b> | Make Beaver County more business friendly   | Survey needed to give a true picture of what business owners have experienced and what their needs are  |
|   |   | Initial ideas to make Beaver County more business friendly – customer service academy, business welcome center, review permit process, retain + train young talent, increase access to funding, need occupant-ready buildings                               |
|   | Increase tourism throughout Beaver County   | Convention center-type facility to attract \$\$\$   |
|   |   | Need to bring more attractions to beaver county   |
|   |   | Increased marketing of existing assets  |
|   |   | Increased marketing of existing events  |
|   |   | Tourism travel coordinator to design and promote bus tours to beaver county   |
|   |   | Trails coordinator  |
|   |   | Increased collaboration amongst businesses  |
|   |   | Increased use of tourism website by stakeholders  |
|   |   | Ambassador program to help promote beaver county  |
|   |   | Utilization of rivers to attract tourism  |
|   | Preserve our historic assets  | Need for funding – Our historic sites need funding to ensure our assets are maintained  |
|   |   | Increase volunteerism – Our historic sites are losing elderly volunteers and not attracting younger volunteers  |
|   |   | Collaborative marketing – Similar to a "Passport to Beaver County" to attract more visitors   |
|   |   | Preserve historic Main Street buildings – Education on Historic Tax Credits and access to funding for renovation/restoration.   |
|   | Better utilize our rivers   | Need gas + restaurants + attractions on the water   |
|   |   | Fix bridgewater park  |
| Water testing to change perception                        |   |   |
| Meetup groups for water activities                        |   |   |
| Increase marketing efforts to promote                     |   |   |
| Get youth to use the water                                |   |   |
| <b>EMS and local governance</b>                           | What will police and fire services look like in 10 years?                             | All state and local police and fire agencies face a shrinking pool of those willing to do these high-risk jobs while at the same time these high risk jobs demand ever-increasing training and equipment requirements                                       |
|   |   | It is unlikely that our municipalities will be able to sustain the large numbers of small departments while providing increasingly complex services   |
|   |   | Municipalities control how they will provide police and fire services   |
|   |   | Status quo vs. consolidation, regionalization or cooperation  |
|   | What resources will Police and Fire and Municipal Governments require moving forward? | The county and municipalities should establish a joint scheme to share data between stakeholders, both governmental and non-governmental, allowing live, real-time access to data, and the creation and update of data layers without duplication           |
|   |   | The county and municipalities should establish a joint GIS department or task force to coordinate municipal and non-government access to data, establish standards, train users, and provide support to county, municipal and non-governmental stakeholders |

In undertaking the county comprehensive plan, the selected consultant will be asked to address the ISSUES and PRIORITIES identified above. The CONCERNS listed above represent ideas that have been discussed by the Steering Committee, but the consultant will not be necessarily bound to address them in the plan. It is anticipated that a planning consultant once engaged will provide further analysis, validation, expertise, and new ideas that will refine and may alter the issues, priorities, and concerns. The consultant will help plan participants weigh priorities by considering the perceived importance of issues vs. the realistic ability to implement a solution and its strategic impact.

The county comprehensive plan will include other key work elements:

- The updated plan will revisit from the 2010 plan and re-establish core land use and development objectives, principles, and targets. The county aims to achieve a win-win of encouraging desired development *and* enhancing its communities and quality of life of its citizens.
- The plan will examine the transitioning economy, including the Shell plant and potential spin-off development. The plan will discuss how communities and citizens can continue to rebound from still lingering economic distress and capitalize on new economic opportunities. The updated plan will revisit the target economic development sites from the 2010 plan.
- The plan will propose an incremental approach to strategies and implementation. Issues of high priority needing imminent attention will have short-term, detailed action plans. Issues of lower priority or not ready for implementation may be designated for longer-term action planning or for revisiting when implementation resources become available. The county intends to implement the plan, monitor changing conditions, and revisit priorities on an ongoing basis after completion of the plan update.
- The county plan will recommend strategies that can be implemented by county government, ways in which the county can assist municipal governments in their role of dealing with land use and development, and ways in which the county can facilitate building partnerships of agencies and community groups and assembling resources and expertise to address priority issues.
- The comprehensive plan will address the minimum subject matter required by the PA Municipalities Planning Code, though matters of low priority may get cursory treatment.
- The comprehensive plan will be integrated as much as possible with other planning efforts recently completed or underway:
  - Countywide Infrastructure Assessment – underway –
  - Brownfields Environmental Assessments – one phase completed, another soon to be
  - Beaver County Atlas – Completed 2021
  - Comprehensive Recreation, Park, and Open Space Plan – completed 2018

Comprehensive plan deliverables will include:

- A traditional plan document in editable format and in PDF format for electronic distribution and printing
- Web content for public access providing summary-level information on the plan with interactive and drill-down capabilities, along with assistance to county staff to be able to maintain and revise the web content after termination of the comprehensive plan contract.

The comprehensive plan should be an “implementable plan” following principles and keys currently being promoted by planners in Pennsylvania. The selected consultant will be asked to focus its work on providing intelligence for decision making (not recitations of data), providing creative ideas and workable action plans, and helping the county create capacity to implement the plan.

- The consultant’s work and the comprehensive plan document should be organized based on the priorities or related goals or themes that emerge from the planning process, not based on a traditional template of land use plan, housing plan, transportation plan, etc. The plan document should be efficient in words, avoid jargon, and be written for use by county and municipal officials, partner groups, and citizens who will implement the plan after completion.
- The plan should provide workable action plans for top-priority recommendations – strategic projects, programs, policies, and initiatives – that emerge from the planning process. The plan should set priorities and a timetable for action based on expected results and ability to finance and carry out. Action plans should include reasonable depth and detail – specific action steps, responsible parties, estimated costs, and proposed means of financing – to facilitate implementation after the plan is completed. Where appropriate, the consultant should provide useful technical guidance on best practices. The consultant is asked to include some immediate action recommendations that would provide short-term, visible results and motivate further implementation of the plan.
- The consultant will help the county engage partners – organizations, businesses, and individuals with expertise and resources to be involved in the plan. The plan process should invite their ideas for recommendations and action plans, and invite partners to take roles in implementing the plan.
- The consultant should facilitate broad community “ownership” of the plan via participation of elected officials, community leaders, stakeholders, and citizens. There should be effective means within a reasonable project budget to obtain public input and aspirations. The consultant should facilitate understanding, consensus, and commitment to implementation as the plan proceeds from issues to ideas to action plans.

## **Scope of Services and Cost Proposal**

The consultant to be hired will provide the full range of planning services necessary to undertake the county comprehensive plan. Interested consultants are asked to submit a scope of work describing their approach, methods, and work tasks for carrying out the prescribed work. Consultants are encouraged to suggest creative planning methods serving the county's interest and within objectives outlined in the RFQ. Interested consultants are also asked to submit a cost proposal for carrying out their scope of services.

The project does not have a fixed budget for consultant costs. The county will rely on consultant proposals to suggest a range of probable cost. The county anticipates applying for funding from the PA Department of Community and Economic Development. Upon response from PA DCED, Beaver County will negotiate a final scope of services and cost with the selected consultant.

## **Completion Schedule**

The selected consultant will be expected to complete the county comprehensive plan within 18 months of execution of a contract.

## **Contractual Requirements**

Because the project is anticipated to be funded by a grant from the Commonwealth of Pennsylvania, the consultant must comply with grant-mandated requirements to be included in the consultant contract.

Consultant deliverables, including a comprehensive plan document, mapping/GIS files, web content, and other related files, as well as all rights therein must be transferred to and become property of Beaver County.

## **Bonds and Insurance Certificates**

The Successful proposing firm will be required to provide payment and performance bonds in the amount of one hundred percent (100%) of the total final contract amount. If any other bonds or insurance certificates are required before contract award, the successful firm will be contact by the Law Department of the County of Beaver.

## **V. Selection Criteria**

Proposals will be evaluated and a consultant will be selected based on the following criteria listed in order of importance:

- The relevant qualifications, skills, areas of expertise, and experience of personnel to be assigned by the consultant(s) to the project.
- The general qualifications and experience of the consultant(s) in performing work requested herein and working with counties and communities similar in size and character to Beaver County.
- The consultant's proposed scope of work to carry out the project. Proposals will be competitively judged on the particular approach, methods, and work tasks proposed, and the degree to which they satisfy the objectives of the RFQ and will result in a practical, strategic, and implementable county comprehensive plan.
- The consultant's proposed cost. Proposals will be competitively judged on the value, quality, and quantity of work per the proposed cost.

### **Proposal Content**

Consultant proposals must include:

- Brief description of the consultant(s).
- Description of relevant work experience, capabilities, skills, and expertise which qualify the consultant(s) to undertake the Beaver County comprehensive plan. Please include relevant, recent client references.
- Personnel assignments with resumes showing individual work experience, skills, and expertise.
- The consultant's proposed scope of work describing approach, methods, and work tasks to carry out the county plan.
- The consultant's proposed cost.
- Proposed work schedule.

### **Selection Procedures**

Each consultant must submit one electronic copy of its proposal. The proposal must be emailed to:

- [wsouffrant@beavercountypa.gov](mailto:wsouffrant@beavercountypa.gov)

Proposals must be received no later than 4:00 pm, November 21, 2022 to be eligible for consideration.

Inquiries and questions regarding the RFQ should be directed to:

- Beaver County Office of Planning and Redevelopment  
sjamery@beavercountypa.gov, 724-770-4421

All questions must be submitted by November 9, 2022, at 4:00pm and answers will be posted on the Beaver County website.

A short list of consultants will be asked to schedule and make presentations to a consultant selection committee. It is anticipated that consultant selection will occur within 45-60 days of the RFQ deadline.

**VI. ADDENDA**

If it becomes necessary to revise any part of this RFQ, an addendum will be issued to all proposals who receive the basic RFQ. Addenda will wither be emailed to each proposer of record and will be placed on the Beaver County website, at [www.beavercountypa.gov](http://www.beavercountypa.gov), under Bids and Proposals. It is the responsibility of each submitting proposer to make themselves aware of any addenda that may be issued, since all addenda will become a part of the contract document whether or not received by the submitting proposer.

**VIII. ADDITIONAL INFORMATION**

The issuing department for this RFQ is the Office of Planning and Redevelopment for the County of Beaver. The Director of Planning shall be the main contact for this project. Any questions regarding this RFQ or project may be directed to the Executive Director of the Office of Planning and Redevelopment and/or the Beaver County Planning Commission Planning Director, at (724) 770-4421.

**IX. REQUEST FOR QUALIFICATION (RFQ) TIMELINE**

- |    |  |  |
|----|--|--|
| 1. | RFQ advertised in Beaver County Times:   | October 18 and 21, 2022                            |
| 2. | RFQ available on Beaver County website, <a href="http://www.beavercountypa.gov">www.beavercountypa.gov</a> , under Bids and Proposals: | After 10:00am, October 18, 2022                    |
| 3. | Any Addenda issued:  | As needed on County website                        |
| 4. | Questions Submitted:   | November 9, 2022                                   |
| 5. | RFQ submission Deadline:   | No later than 4:00pm, on Monday, November 21, 2022 |
| 6. | RFQ's evaluated and reviewed/oral interviews and presentations scheduled:  | December 2022/January 2023                         |
| 7. | Consultant selected, notified, contract negotiations:  | January / February, 2023                           |
| 8. | Agreement commences:   | Early Spring, 2023                                 |

