



**MAYOR AND COMMISSIONERS OF
THE TOWN OF NORTH EAST, MARYLAND
P.O. BOX 528
106 SOUTH MAIN STREET
NORTH EAST, MARYLAND 21901-0528**

**REQUEST FOR PROPOSAL:
FOR
TOWN OF NORTH EAST
COMPREHENSIVE PLAN UPDATES AND REFINEMENTS**

ISSUE DATE: January 10, 2024

PROPOSALS REQUESTED BY: Monday, January 29, 2023

A. SUMMARY OF PROJECT

The Mayor and Commissioners of the Town of North East, Cecil County, North East, Maryland are required to undertake updates and refinements of the North East Comprehensive Plan-2012 (current Plan)-2012 (current Plan), including associated illustrations and maps. The Mayor and Commissioners are requesting proposals from qualified Consultants with local government experience to prepare updates and refinements to the North East Comprehensive Plan-2012 (current Plan). The updates and/or refinements to the Plan shall comply with all provisions of the Maryland Land Use Article: Division I. Title 3.

Section 1-201. Visions.

Section 1-509: Updated Tier Map

Section 3-102. Elements (a) and (b);

Section 3-103. Development regulations element;

Section 3-104. Sensitive areas element,

Section 3-105. Transportation element; (See Note 1. in **TASKS** below)

Section 3-106. Water Resources element; (See Note 2. in **TASKS** below)

Section 3-107. Mineral resources element;

Section 3-108. Community Facilities element;

Section 3-109 Areas of critical state concern element;

Section 3-110. Goals and objectives element;

Section 3-111. Land use element;

Section 3-112. Municipal growth element; (See Note 2 in **TASKS** below)

Section 3-114. Housing element

B. TASKS

Note 1. The Town and WILMAPCO worked together to revise the Transportation Element, which is now approximately 75 percent complete. The completion of the Transportation Element shall be required by the consultant chosen for this project.

Note 2. The Town's Engineer was hired to update the data within the Water Resource Element and the Municipal Growth Element, which are approximately 75 percent complete. The Completion of these Elements shall be required by the consultant with this task.

1. Critical review of the current North East Comprehensive Plan-2012 (current Plan), Maps and Illustrations and aggressively work with the Towns' visions for the future. Implementation of the requirements of the Maryland Land Use Article Section 3-102 through Section 3-114. Section 1-201 and Section 1-509, also identified in **A. SUMMARY OF PROJECT.**
2. Project Meetings: The Consultant is expected to engage and interact with the North East Planning Commission, Mayor and Commissioners, North East Economic Development Committee, County and State agencies, Town Engineers and Town staff to discuss project progress and direction.
3. Public Engagement and Communications: The Consultant shall be required to develop a public participation process designed to engage the residents in visioning the future of the Town. The Consultant is expected to facilitate all outreach and shall explain their approach and public participation plan in detail in their responses. The Consultant shall be required to provide analysis of data received from the public in a detailed final report.
4. In accordance with the Maryland Land Use Article. Section 3-201. Plan Preparation, the Consultant shall facilitate and shall prepare updates/refinements to the North East Comprehensive Plan-2012 (current Plan), Maps and illustrations to ensure consistency with the Maryland Land Use Article: Section 3-102. through Section 3-114; Section 1-201; and Section 1-509.
5. The Consultant may be required to provide additional services as the amendment/refinement process proceeds. Proposals should include a list of additional services the Consultant is experienced in dealing with when developing Comprehensive Plans.
6. The Consultant shall recommend changes to the North East Zoning Ordinance and Subdivision Regulations which may be applicable as a result of the Comprehensive Plan updates/amendments/refinements.
7. The Consultant shall provide a detailed timeline to accomplish the updated North East Comprehensive Plan-2012 (current Plan). Include the number of meetings to be conducted with Town staff, the Planning Commission, Agencies, public participation and Public

Hearing meetings. Include in the timeline the proposed percentage of completion throughout the project, the timeline of the final draft preparation and the timeframe for the Public Hearings and adoption, in accordance with the requirements of Maryland Land Use Article. Section 3-203. Plan Development.

In preparation for the public hearings for the adoption of the final draft of the updated North East Comprehensive Plan, the Consultant shall submit ten (20) paper copies, one Electronic version of Microsoft Word Version 13 and one Electronic PDF of the following to the Planning Office:

1. Updates/amendments/refinements, chapter by chapter;
2. Summary of compliance with the Maryland Land Use Articles referenced in **A. SUMMARY OF PROJECT**;
3. Summary of new or revised maps and illustrations on 8 ½" x 11" paper;
4. Summary of Public comments received;
5. Recommendations for amendments to the North East Zoning Ordinance and Subdivision Regulations;
6. Final Draft of the proposed Comprehensive Plan including illustrations and maps in the following sizes: 36"x48" and 11"x17".

Final Products: After adoption of the updated North East Comprehensive Plan by the Mayor and Commissioners, Consultant shall provide:

1. 20 color paper copies of the adopted North East Comprehensive Plan, illustrations and maps;
2. 1 PDF version of the adopted North East Comprehensive Plan, illustrations and maps;
3. 1 PDF of the adopted illustrations and maps which can be printable independently;
4. 36"x48" and 11"x17" color maps of each of the adopted Comprehensive Plan Maps, including but not limited to: Land Use Plan, Existing Land Use, Transportation Plan, Growth Plan;
5. 1 Electronic version of Microsoft Word Version 13 of the adopted North East Comprehensive Plan including illustrations and maps.

C. QUALIFICATIONS:

1. Experience: Describe the experience of the Consultant and of the individuals assigned to the Consultant's team of related projects of a similar nature, undertaken within the last five years. The Consultant's experience with creating and/or amending Comprehensive Plans in Maryland, in accordance with the Maryland Department of Planning and Maryland Land Use Articles. Provide at least three references.

2. Qualification: Describe your staff's unique qualifications and training for this type of work.
3. Schedule: Describe your plan/schedule for completing the work.
4. Contact person: Outline the contact person for this project will be. Include the name, address, telephone number and email address.

D. QUESTIONS/INQUIRIES:

All questions and inquiries should be directed to:

Betsy Vennell, Director of Planning
Town of North East
106 South Main Street
P.O. Box 528
North East MD 21901-0528

Telephone: 410-287-5801 x 101
Email: bvennell@northeastmd.org

E. SUBMISSION OF PROPOSALS:

Proposals shall address all items outlined in **B. TASKS, C. COST PROPOSAL AND D. QUALIFICATIONS**. Two (2) paper copies of the proposal are requested and must arrive in a sealed envelope at the North East Town Hall (106 South Main Street) **by 1:00 p.m. (EST) on Monday, January 29, 2024** to be considered.

Faxed or emailed bids shall not be accepted or considered.

Proposals may be mailed or hand delivered. All proposals must be in a sealed envelope with the following information clearly printed on the outside:

Town of North East:
"COMPREHENSIVE PLAN PROPOSAL"
Attn: Town Administrator
106 South Main Street
P.O. Box 528
North East, MD 21901-0528



**106 SOUTH MAIN STREET / P.O. BOX 528
NORTH EAST, MD 21901-0528**

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ADDENDUM NO. 01

ISSUE DATE: Thursday, January 11, 2024

The following item represents changes, modification and/or clarifications to the Request For Proposals for this project. This Addendum shall become a part of the Contract Documents and all Contractors shall acknowledge its inclusion in their proposal.

This Addendum consists of the following:

***Change:* REFERENCE SUBMISSION DATES: 2023**

***To:* CHANGED SUBMISSION DATES TO 2024**

***Change:* A. SUMMARY OF PROJECT (First paragraph)**

TO: The Mayor and Commissioners of the Town of North East, Cecil County, North East, Maryland are required to undertake updates and refinements of the North East Comprehensive Plan-2012 (current Plan)-2012 (current Plan), including associated illustrations and maps. The Mayor and Commissioners are requesting proposals, **including cost proposals**, from qualified Consultants with local government experience to prepare updates and refinements to the North East Comprehensive Plan-2012 (current Plan). The updates and/or refinements to the Plan shall comply with all provisions of the Maryland Land Use Article: Division I. Title 3.

BOLDED TEXT HAS BEEN ADDED

END OF ADDENDUM NO. 01