



REQUEST FOR PROPOSALS

PLANNED AIRPORT DISTRICT (PAD) ZONING ORDINANCE REVISION

Submission Deadline: March 20, 2020

Submit Proposals to:

Douglas Erickson, Township Manager

derickson@twp.patton.pa.us

AND

Nicole Pollock, Senior Planner

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I. INTRODUCTION

Patton Township, Centre County, PA is seeking qualified firms and planning consultants to respond to this ***Request for Proposals***. A qualified respondent will be selected by the Township to assist with the rewrite the Patton Township Planned Airport District (PAD) zoning regulations.

This zoning district was originally designed for the protection of the University Park Airport. This project will require working with multiple government regulations and stakeholders beyond Patton Township. There are many particular components within this zoning ordinance that will require special attention. A portion of this area falls within the Centre Region Regional Growth Boundary and Sewer Service Area (RGB & SSA). Adhering to maintenance of the RGB and SSA, minimizing urban sprawl and developing sustainable, development practices, encouraging a variety of residential, commercial and research/development uses within the RGB is essential.

The PAD zoning regulations were adopted in 1991 and have been amended in a piece-meal fashion over the past twenty to thirty years. There are 837.36-acres of land containing 24 lots. The surrounding zoning is primarily rural and agricultural land. The University Park Airport is located in Benner Township, immediately adjacent to Patton Township and there is a need to protect the airport with zoning restrictions in this area. This area also contains a Zone II aquifer recharge area. Additionally, there are several wellfields for the State College Borough Water Authority in close proximity to the easterly boarder of the zoning district. Vehicular access, infrastructure, and including multi-modal (bicycle, pedestrian, bus, other i.e. UBER, LYFT), are of particular interest in the revision of the PAD.

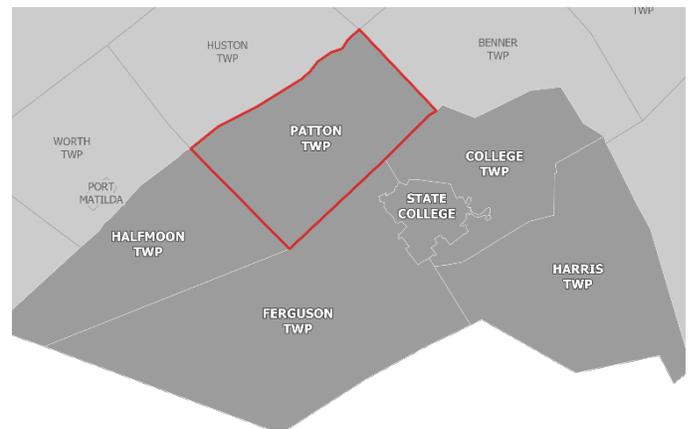
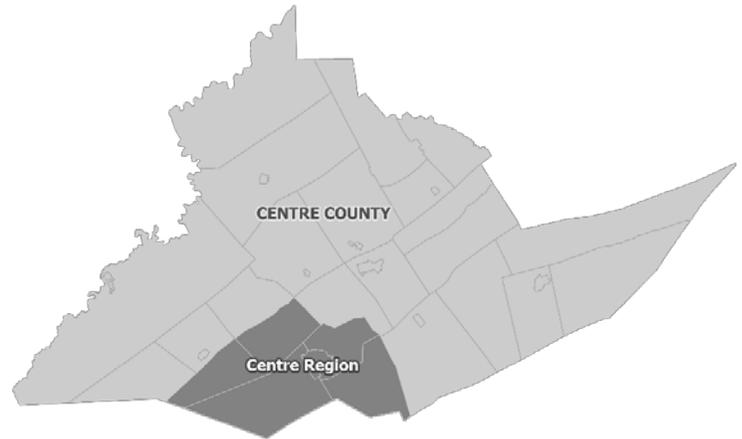
The existing PAD consists of five major sections: Non-Residential, Mixed-Use, Residential, Approach, and Runway. These internal boundary lines, with their own permitted and prohibited uses, are generally based on projected decibel levels contained in the report prepared by L. Robert Kimball and Associated entitled "Noise Analysis Based on 8,500 Foot Runway and Corresponding Operations at the University Airport," dated January 5, 1989. Noise from the airport is no longer as much of a land use factor and these internal boundary lines need to reflect current noise levels at the Airport.

The Patton Township Planned Airport District zoning regulation provides use regulations, procedure for master plan approval, procedure for development, area bulk and open space requirements, and design and improvement standards. The ordinance will need to be reviewed for consistency with review timelines set forth within the Pennsylvania Municipalities Planning Code. The Township code can be found online at <https://ecode360.com/6633855>. Attachments 1-6 delegate permitted and prohibited uses in each section of the PAD and landscaping guidelines. These can be found online at <https://ecode360.com/6632035> or on the Patton Township website: <http://twp.patton.pa.us/>. A copy of the Township's zoning map is attached to this RFP. University Park Airport has a Master Plan that will be provided for review as requested.

Patton Township desires to obtain professional planning services necessary to simplify, modernize and streamline the Township's approach to regulating land use in the Planned Airport District. The Township desires an approach that looks towards the future to provide for compatible land uses that can be developed in the Township while supporting airport operations and protecting people and property on the ground from airport operations. Proposals should consider the economic market dynamics of Patton Township and the entire Centre Region. Any proposal should contain hard data to reflect the rationale behind the new land use regulations proposed.

II. ABOUT PATTON TOWNSHIP

Patton Township is situated in the northeastern corner of the Centre Region, in Centre County. It immediately abuts Ferguson and College Townships to the south, Huston Township to the north, Benner Township to the east, and Halfmoon Township to the west. Patton Township is approximately 26.6 square miles in size. It is a Second-Class Township and has an elected five-member Board of Supervisors. The Board of Supervisors establishes the Planning Commission and appoints the Township Manager. For the purpose of this **Request for Proposals**, the chosen professional planning consultant and subsequent project team will be required to coordinate with the Township Manager and Planning and Zoning staff, as well as consult with the Patton Township Board of Supervisors, Township Planning Commission, and any other staff, boards or commissions essential to the development of the regulations.



III. SCOPE OF WORK

The selected project team must take leadership in informing and educating the Board of Supervisors, the Planning Commission, Planning & Zoning and Engineering staff and all relevant stakeholders of the full range of innovative options for effective land use planning as it relates to economic, community and environmental sustainability; leading to consensus on a specific approach. Applicants are encouraged to structure a Scope of Work and project timeline in a manner considered most appropriate to accomplish the identified objectives.

The project team responsibilities provided below are to serve as a framework, which applicants should use to develop a more detailed proposal package based on their professional expertise and knowledge. The project team responsibilities list major tasks as currently envisioned but does not attempt to be a comprehensive list. There is opportunity for creativity in the approach and methods employed by the selected project team.

Project Team Responsibilities

The selected project team is expected to develop a specific plan for completing the work as part of the proposal package, with potential modifications that may be agreed upon and included in the consultant agreement to be executed with Patton Township. As a minimum, the proposal package shall include:

1. A comprehensive review and analysis of the **existing PAD zoning regulations**. The technical analysis and evaluation shall:

- a. Assess the strengths and weaknesses of the existing PAD zoning regulations in terms of its structure, organization, precision, efficiency, review timelines/deadlines, existing internal boundaries and district standards (including potential district conflicts with surrounding zoning), regulations of general applicability, definitions, zoning map, contemporary land uses, zoning administrative procedures and general consistency with the PA Municipalities Planning Code.
 - b. Evaluate revisions in concert with the Goals and Objectives set forth in the *Centre Region Comprehensive Plan* and the Regional Growth Boundary.
 - c. Identify and correct any internal inconsistencies, omissions or errors, including grammatical and other editorial problems in the PAD zoning regulations.
 - d. Identify and attempt to resolve any specific obstacles to desired development based on stakeholder feedback. These may include, but are not limited to incompatible land uses, restrictive design guidelines, unreasonable setbacks and buffer yard requirements, and procedural obstacles.
 - e. Consider existing Township zoning districts that may be utilized in areas where PAD zoning may no longer be applicable. This approach should be accompanied by an Airport Overlay.
2. Create, to the fullest extent possible, a user friendly, simplified, clear and easily understood set of zoning regulations that:
- a. Are clear, and eliminate vague, ambiguous, or confusing language and ensure that language, terms, and intent are consistent within the revised work and other portions of the Zoning Ordinance.
 - b. Removal of archaic and inapplicable terminology.
 - c. Use of essential words in the text of the regulations as defined within the definitions section, considering incorrect, inadequate or outdated definitions.
 - d. Revise sections of the regulations that are in conflict with other sections, have unintended impacts on other sections, which may be overly complex.
 - e. Recommend improvements to the layout of the PAD Zoning, overlay (if utilized), other sections of the Zoning Ordinance, and Zoning Map.
 - f. Recommend appropriate illustrations and/or diagrams for ease of understanding concepts.
 - g. Is well organized, internally consistent, and comprehensible.
 - h. Ensure that the revised Patton Township zoning conforms to generally accepted land use law and sound planning principles along with state and federal statutes and case law.
 - i. Follows the University Park Airport Master Plan, all Federal Aviation Administration (FAA), and Bureau of Aviation (BOA) regulations and guidelines.

- j. Considers the potential for workforce housing. This should also be considered when revising the PAD regulations.
3. The planning team will be required to attend and facilitate 12 to 16 stakeholder, staff, and public meetings along with at least one Board of Township Supervisors meeting for the presentation of the final draft regulations. Stakeholders may include but are not limited to representatives from the University Park Airport, Centre County Airport Authority, Pennsylvania State University, State College Borough Water Authority, Centre County Metropolitan Planning Organization (CCMPO), property owners, residents, and others. Patton Township Planning & Zoning staff will be involved in assisting the planning team in order to facilitate the ordinance revision process keeping costs down. The Township Planning & Zoning staff will assist in arranging and advertising all public meetings, workshops and hearings. The Township Planning & Zoning staff will work closely with the project team in gathering information and in reviewing any work products before they are submitted to Planning Commission or the Board of Supervisors. Coordination with proposed Zoning Map changes or modifications can be accomplished through the assistance of the township GIS technician.
4. The project team shall consider all possibilities of involving, obtaining and soliciting key stakeholders integral to the update and revision the PAD zoning regulations. This may include the use of surveys, focus groups, and other methodology designed to engage an array of stakeholders with varying interests. Patton Township staff will coordinate with the project team on this and other aspects of the public input process.
5. Assemble a project team that convenes on a regular basis throughout the lifetime of the project to discuss findings, identify potential barriers to progress, make critical decisions, and determine subsequent steps. The project team and Patton Township staff shall convene on a bi-monthly basis via conference call to track progress and discuss administrative considerations.

Proposers are encouraged to suggest a unique and innovative approach in terms of a clearly defined scope of work that will address the issues in the Project Team Responsibilities' section above.

IV. SUBMITTAL REQUIREMENTS:

The project team should demonstrate their experience in working with communities to prepare zoning regulations around airports. Submissions should include experience with public approval processes, community participation, balancing airport protection and protection of people and property around the airport, and development of regulations that support appropriate development opportunities around airports. The overall content of the proposal is primarily at the discretion of the qualified respondent and whatever deemed necessary to communicate ideas and plans to the Township. The following items are however, required at a minimum of help the Township evaluate the proposal:

1. **Cover Letter:** Provide the legal name, address, e-mail address, and telephone number of the qualified respondent. The letter should outline all partnerships, professional team members, and others that would be part of the team. Include the name and title of the person who will be

the primary contact throughout the project. The Cover Letter must be signed by the person who has the authority to contractually obligate the team to the submitted proposal.

2. **Letter of Transmittal:** This letter should include:
 - a. A statement indicating your understanding of the work to be performed;
 - b. An affirmation of the firm's qualifications for professionally and expertly conducting the work as understood; and,
 - c. The firm's contact person concerning the proposal and a telephone number where that person can be reached.

3. **Statement of Qualifications:** This should be a brief statement indicating the firm's experience in conducting work of the nature sought by this RFP. Additionally, this profile should include:
 - a. Depth of Experience – Describe the zoning ordinance and other pertinent planning documents your firm has prepared in the last three years. One sample of a similar document shall be made available to Patton Township via links to a PDF document of web page address.
 - b. Years of Experience – Describe the years of experience of the project manager assigned to the project as well as the years of experience for key employees assigned to the project. It is expected that the assigned key staff employees will remain consistent throughout the project. Please provide credentials of those staff members of the American Institute of Certified Planners (AICP) or other professional certifications.
 - c. Technical Experience – Demonstrate professional experience and proven record of accomplishments in the preparation of planning documents and public participation.
 - d. General Knowledge – Demonstrate an overall knowledge of Patton Township, the Centre Region and Centre County as well as a clear understanding of the overall objectives in completing the revisions dealing with airport zoning regulations and the entirety of the PAD Zoning Ordinance.
 - e. Communication Skills -- Describe public facilitation capabilities and experience working with the public, work groups and municipal representatives including oral and visual presentations as well as ability to listen and to be flexible.
 - f. Proximity to Patton Township -- Demonstrate ability to provide a high level of direct interaction and communication between the project team and Patton Township based on proximity to the Township.
 - g. Potential Conflicts of Interest – Identify any potential conflicts of interest for the consultants and/or project team.

- h. References -- The consultant should provide a minimum of three references of other municipalities served by the firm or consultant. The list should include telephone numbers and contact names.
- 4. **Draft Work Plan:** The proposal must include a detailed description of the procedures and methods you propose to use to complete the work requested by Patton Township. This is important because the methods and procedures proposed will receive primary consideration in evaluating your proposal.
- 5. **Project Timeline:** A project timeline including such things as background research, detailed schedule of meeting dates and milestone dates, document delivery dates and designated review periods, public meeting dates and anticipated adoption date shall be provided.

The project, from notice to proceed to adoption of recommendations by the Board of Supervisors is anticipated to be completed within 12 to 18 months. The project timeline shall include, but is not limited to the following activities:

- Contract authorization and notice to proceed
 - Initial review of background documents
 - Initial kick-off meeting with staff
 - Initial meetings, interviews, site visit
 - Community meetings (2)
 - Bi-monthly staff progress reports
 - Planning Commission meetings (4-6)
 - Board of Supervisors meetings (2)
 - Planned Airport District Zoning Regulations adoption
 - Effective date of the Planned Airport District Zoning Regulations
- 6. **Approach:** Provide a detailed description of the project team's approach to the project broken down by task. Included in this section may be a discussion of any substantive or innovative ideas used in any other similar projects, which you feel are applicable to this project.
 - 7. **Deliverables:** The type and number of copies used to provide detailed information during the process shall be identified. The project team may rely on Township staff to make necessary standard sized copies (not larger than 11" x 17") for distribution at meetings. The final document shall be in paper format along with a digital format for codification purposes. Specific deliverables shall include:
 - Background report
 - Zoning map
 - Staff level ordinance review
 - Preliminary ordinance
 - Final ordinance
 - 8. **Compensation:** The total project budget shall be based on the identified tasks outlined in the work plan. The budget shall include all anticipated costs including but not limited to meeting attendance and facilitation, correspondence and staff report preparation, documents

preparation and production and any necessary travel time and other expenses. Be sure to provide the following:

- a. An hourly service fee schedule for all professionals, technicians and support staff assigned to the contract. The hourly service fee schedule shall reflect the rate schedule for 2020. The cost shall be based on the hours of work provided and "out-of-pocket expenses" and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of Patton Township.
 - b. Travel time and expense rate schedule for all staff assigned to the contract. The travel time and expense rate schedule shall reflect the rate schedule for 2020.
 - c. The total amount of maximum payment must be stated.
 - d. Your method of billing must be indicated.
9. **Submittal Procedure:** Qualified respondents shall submit a proposal package to Patton Township as follows:
- a. **Submission Information:** Please send all submissions electronically to contacts listed below. Files smaller than 20MB should be emailed. Share larger submissions through an PDF file sharing system such as Dropbox.

Douglas Erickson, Township Manager (derickson@twp.patton.pa.us)

Nicole Pollock, Senior Planner (npollock@crcog.net)

Patton Township Address and Contact Information:

100 Patton Plaza, State College, PA 16803
Phone: (814) 234-0271

Deadline: No later than 4:00 p.m., local time on Friday, March 20, 2020.

- b. All costs related to the preparation of the proposals shall be borne solely by the applicant submitting such proposal. Patton Township assumes no responsibility for the cost associated with preparation of the proposal.
- c. Proposals shall become the property of Patton Township and will not be returned to the firm.

Proposals received after the above specified date and time will not be accepted.

V. EVALUATION OF PROPOSALS

All proposals will be evaluated based on the technical and professional expertise and related work experience of the consultant and/or project team, the proposed method and procedures for completion of the work, the understanding of the necessary ordinance revisions, the ability to moderate public participation, and the cost for completion of the work.

The Patton Township staff will review the proposals and reserves the right to conduct interviews with all or some of the consultants. If interviews are conducted, key Administrative and Planning and Zoning staff, as well as selected Planning Commission members are expected to attend the interview. The Patton Township Board of Supervisors, based on the recommendation of the Township interview committee, will make the final decision regarding the planning consultant selection.

All proposals become the physical property of Patton Township upon receipt.

VI. SELECTION PROCESS TIMELINE

- ❖ RFP Released: February 10, 2020
- ❖ Deadline for Questions: February 28, 2020
- ❖ Final Response to Questions: March 6, 2020
- ❖ Proposals due: March 20, 2020
- ❖ Selection of Finalists: Week of March 27, 2020
- ❖ Interviews with Finalists: Week of April 6, 2020
- ❖ Tentative Selection of Preferred Project Team: Week of April 13, 2020
- ❖ Negotiation with Preferred Project Team: Week of April 13, 2020
- ❖ Township Board of Supervisors Consideration to Award Contract: April 22, 2020
- ❖ Contract Execution and Notice to Proceed: April 23, 2020

VII. INFORMATION AND SERVICES TO BE PROVIDED BY PATTON TOWNSHIP

- ❖ Meeting space and legal advertising
- ❖ Website for posting project information and updates
- ❖ Access to current PAD Zoning documents
- ❖ Available base-mapping of Patton Township
- ❖ Assistance facilitating public and stake holder engagement with the selected consultant/project team

VIII. PAYMENT TO SELECTED PLANNING CONSULTANT

Payments for completed services will be issued upon presentation of an invoice summarizing work completed. A ten (10%) percent retention will be withheld on the final request for payment pending the completion of the Planned Airport District Zoning Ordinance Revisions.

IX. QUESTIONS

All questions regarding this Request for Proposals should be directed to Nicole Pollock, Senior Planner, Patton Township, at (814) 231-3050 x.2403 or npollock@crcog.net between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Responses to all questions will be posted on the Patton Township website.

A response to this RFP or receiving an interview should not be construed as a contract or an indication of a commitment of any kind on the part of the Township nor does the Township commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. All proposals shall be considered public information and the Township reserves the right to request additional information if needed.

Thank you for taking the time to review this Request for Proposals. Patton Township looks forward to receiving your potential submission of planning credentials.

