

REQUEST FOR PROPOSALS

QUEEN ANNE'S COUNTY, MARYLAND COMPREHENSIVE PLAN UPDATE 2020



DEPARTMENT OF PLANNING AND ZONING

Queen Anne's County Department of Planning and Zoning
110 Vincit Street, Suite 104
Centreville, MD 21617

Issue Date: 12 July 2019

PROPOSALS DUE BY 10:00 AM ON 13 SEPTEMBER 2019

Contact: Amy G. Moredock, CFM, Principal Planner
Queen Anne's County Department of Planning and Zoning
110 Vincit Street, Suite 104
Centreville, MD 21617
Phone: 410.758.1255
Email: amoredock@qac.org

Table of Contents

THE PROJECT 1	
PROJECT BACKGROUND	1
PROPOSED SCOPE OF SERVICES	2
Work Program.....	3
Task 1: Development of a detailed scope of work.....	3
Task 2: Project initiation, conditions, participation, and issues.....	3
Task 3: Community Assessments and Demographics.....	5
Task 4: Plan Development.....	7
Task 5: Adoption of the Comprehensive Plan.....	8
DELIVERABLES	8
KEY ROLES AND RESPONSIBILITIES	9
Department of Planning and Zoning.....	Error! Bookmark not defined.
Consultant Team.....	9
Maintenance of Record and Reports.....	10
Consultant Qualifications.....	11
SELECTION PROCESS	11
EVALUATION CRITERIA	11
CONSULTANT SELECTION	12
PROPOSAL FORMAT	13
Proposal Components.....	13
Section 1: Company Profile.....	13
Section 2: Project Team.....	13
Section 3: Related Experience.....	14
Section 4: Project Services.....	14
Section 5: Proposed Fee.....	14
Section 6: Proposed Schedule.....	15
Section 7: Additional Information.....	15
Section 8: Contract and Insurance.....	15
SIGNATURE OF BIDS	15
PROPOSAL SUBMISSION	16
RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES	16
CONFLICT OF INTEREST: CONFIDENTIALITY	17
PUBLIC INFORMATION ACT NOTICE	17
WITHDRAWAL OF PROPOSALS	17

THE PROJECT

The Queen Anne's County, Maryland, Department of Planning and Zoning is requesting proposals from qualified firms with experience in land use, community, and environmental planning, as well as citizen involvement/participation to craft the update of the County's 2010 Comprehensive Plan. The project is an update with the current Plan serving as a foundation. The goal is to refresh a community-based vision based upon public participation in order to promulgate a new long-range Comprehensive Plan that provides a framework and policy context within which to make decisions relating to land use and future development.

This will be an inclusive update of the Plan, which will also serve to integrate, streamline, and update plan elements that are currently appendixes to the 2010 Plan, which can be found at <https://www.qac.org/486/2010-Comprehensive-Plan>. It will also include updates to the 3 community plans (Chester/Stevensville, Grasonville, and Kent Narrows) which may be accessed at <https://md-queenannescounty2.civicplus.com/428/Community-Plans>. The updated Comprehensive Plan will comply with all provisions of the Maryland Land Use Article and will likewise incorporate recommendations and strategies from affiliated County plans where deemed appropriate.

The Comprehensive Plan will be forward-thinking and address anticipated growth in a way that preserves the quintessentially rural character of the community, its natural and cultural heritage, and environmental resources, as well as fosters economic development.

Consultant services will begin with acceptance of a proposal and will be deemed complete following adoption of the 2020 Comprehensive Plan by the County Commissioners. The proposal shall contain a schedule of anticipated tasks. The 2020 Comprehensive Plan Final Draft must be completed no later than Thursday, 31 December 2020.

PROJECT BACKGROUND

Located on Maryland's Eastern Shore, Queen Anne's County is comprised of approximately 238,337 acres or 373 square miles, with an estimated population of 50,250 people in the year 2018. Its topography is largely level to gently rolling farmland, all close to sea level, and is bounded, in large part, by water - to the north by the Chester River and Kent County, Maryland; to the east by Caroline County, Maryland and Kent County, Delaware; to the south by the Wye River and Talbot County, Maryland and to the west by the Chesapeake Bay. Queen Anne's County is located 34 miles from Baltimore, 48 miles from the nation's capital Washington, D.C., and 66 miles from Philadelphia. Major interstate highways traverse the County, providing easy, overnight access to approximately one third of the United States.

Queen Anne's County is one of the oldest sites of colonial settlement in the nation. Today, traces of history can be found throughout the landscape as noted by hundreds of documented historic sites countywide. The community has been farming the land and harvesting the water since the early 18th century. Over time, farming practices have evolved to the point where farms within the County lead the State in production of corn, wheat and soybean crops.

From the time when vacationers arrived by steamboat and ferry service to Kent Island where they would make rail connections to the bay-side and ocean resorts, and continuing with the construction of the Chesapeake Bay Bridge so Western Shore vacationers can reach the beach by automobile, Queen Anne’s County has been known as the “Gateway to the Eastern Shore.” Due to its location on the Chesapeake Bay, the County offers miles of scenic waterways, accompanied by acres of pastoral rural landscape, and a relaxing environment for working, living and recreation. It is this exceptional quality of life that residents and visitors enjoy through a variety of natural resources that support outdoor recreation, such as boating, fishing, golfing, bird watching, biking, hiking and sport shooting.

There are eight incorporated municipalities in Queen Anne’s County including Barclay, Church Hill, Centreville, Millington, Queen Anne, Queenstown, Sudlersville, and Templeville; each municipality maintains its own governance to include land use policy. The County established 6 Planning Areas in 1993, formerly known as Growth Areas. The Planning Areas are Chester, Stevensville, Kent Narrows, Grasonville, and joint planning areas with the Town of Queenstown and the Town of Centreville. These Planning Areas were established to augment the Comprehensive Plan as a tool for guiding development. Since 1993, a detailed level of Community and Town planning has been conducted for the Chester/Stevensville, Grasonville, and Kent Narrows Planning Areas and may be reviewed at <https://www.qac.org/428/Community-Plans>.

Of the County’s approximately 238,337 acres, approximately 119,000 of which are in agricultural use. Conservation easements and other types of land restrictions affect the development pattern by restricting the amount and type of development allowed on a parcel of land. Queen Anne’s County participates in the following agricultural lands preservation programs: Maryland Agricultural Land Preservation Foundation (MALPF); Rural Legacy; Maryland Environmental Trust (MET); Local Land Trusts; Transfer of Development Rights (TDR); Purchase of Development Rights (PDR); Cluster Subdivisions; and Non-Contiguous Development (NCD) technique. As of 2018, approximately 79,600 acres were protected by some type of conservation easement, representing approximately 33 percent of the County land area.

THE PROPOSED SCOPE OF SERVICES

The County seeks to establish a partnership with the qualified consultant to conduct the Comprehensive Plan Update. The Comprehensive Plan will seek to address the desired balance of land uses, their locations, design, character, and density, accompanied by the interconnection among land uses, the built environment, the socioeconomic environment, and the natural environment in order to guide future growth and development.

The Plan will reassess the existing vision and will update and include elements that address land use, demographics, housing, business and economic growth, tourism, transportation, water and sewer infrastructure, historic and cultural preservation, the towns and villages, the countryside, protection of natural features and environmental resources, as well as community facilities and public services.

The Comprehensive Plan will include policy statements, goals, objectives, guidelines, maps, and graphics that will serve as a foundation for future land use decisions. The new Plan will include

strategies for implementation that are consistent with the local vision. This may include recommended changes in local ordinances and policies consistent with the recommendations.

The following describes the suggested minimum components that should be included in the scope of work. The County strongly encourages proposals to expand on these tasks, provide detail on how they will be accomplished, recommend which tasks require greater emphasis, suggest additional tasks not identified here that may be necessary or beneficial, modify, revise or otherwise amend the list of tasks the consultants believe would produce the best Comprehensive Plan Update for Queen Anne’s County. Staff will finalize the scope with the selected consultant prior to contract authorization.

The planning process shall be such that the plan document will be developed and submitted to the County in topical sections for review, public work-sessions, and comment. Not only will this enable the project to remain at a manageable scale, but it will allow the County Staff and Planning Commission to more effectively monitor the progress of the work program. Presenting the draft update in sections will also provide the public with a more realistic opportunity to engage in the process.

WORK PROGRAM

Task 1: Development of a detailed scope of work

Task 2: Project initiation, conditions, participation, and issues.

Task 2.1 Initiate project and analyze existing conditions

The consultant shall initiate the overall study, obtain and review existing plans, maps and other documents relevant to the project, and analyze existing conditions. The consultant is expected to analyze existing conditions in order to promulgate the various components of the Comprehensive Plan. The analysis must determine emerging trends and the suitability of existing land use regulations, public/private facilities, and services to meet future needs. The consultant will research and develop materials including but not limited to:

- A baseline review of existing plans and relevant information, including the existing Comprehensive Plan and all of its appendixes, Land Use Ordinance, Community Plans, policies, demographic and census data, and other information relevant to the required plan elements.
- An existing condition inventory and projected needs analysis, including: a population/demographic analysis; existing land use and capital facilities (public and private water and sewer, transportation, recreation, open space) assessment; residential/commercial growth patterns and development constraints; and a projection of the County’s population and housing trends to 2030.
- Develop an inventory and assessment of issues and opportunities based on work with county staff, Planning Commission, and the public.

Task 2.2 Citizen and business community participation

Public involvement in the planning process and acceptance of the final Plan is critical to the success of this effort. The consultant will design a public outreach program to incorporate citizen participation designed to engage the public and stakeholders in envisioning the future of Queen Anne’s County. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse participant pool with the goal of channeling this input into realistic new strategies or amendments to existing strategies for consideration by the Planning Commission and County Commissioners.

The County’s business community through the Chamber of Commerce, the Kent Narrows Development Foundation, and the County Economic Development Commission should also be engaged in the Plan process and solicited for input on this Plan. In addition, input should be solicited from watershed organizations and affiliated local agencies including but not limited to the following departments: Community Services, Tourism, Emergency Services, Parks and Recreation Department, Public Works, Roads, Trash and Recycling, Water and Sewer, Environmental Health Department, and Soil Conservation District.

We anticipate that the main responsibility of the Plan update, review, and feedback will fall to the Planning Commission. This will be conducted during regularly scheduled work-sessions that will be open to the public. These Comprehensive Plan work-sessions may be held in addition to the regular monthly Planning Commission meetings.

We also envision that a number of community outreach meetings will be held in order to seek the opinions and views of the public at large, report on progress as the Plan develops, solicit comments on specific ideas or concepts, and identify problems or barriers that must be acknowledged and overcome. In addition to public meetings, the approach may include other avenues for stakeholder engagement such as surveys or a portal on the Planning website. The County envisions several facilitated community public meetings, in addition to the aforementioned Planning Commission work-session meetings.

- County staff will utilize the County’s Planning Department website to communicate the project schedule, upcoming meeting dates, and links to various contact persons. The use of other forms of social media is anticipated. The consultant shall provide updates, web-ready graphics, and maps as they are produced.
- The consultant will assist with public outreach efforts including, but not limited to, developing fliers, organizing meetings with citizens and the project partners, meeting participation, disseminating information gathered at public meetings, and making recommendations based on public input.

Task 2.3 Identify issues and opportunities

Needs and opportunities should be assessed through a public participation process to formulate community goals and objectives that represent the collective desires of the public. The process may include the municipalities within the county as well as various State and regional agencies.

Task 2.4 Evaluate the existing vision statement for Queen Anne’s County to ensure that it continues to serve as the focal point for goals, policies, and strategy decisions.

Task 3: Community assessments and demographics

The Plan should reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant should obtain current and accurate demographic and socioeconomic data upon which policy recommendations will be based.

- Community Profile – research and identify qualities, geography, demographics, and trends.
 - Existing and projected demographic and socio-economic profile and anticipated impacts (including aging populations and related service provision).
 - Evaluation of existing housing stock by type, age, size, value, etc.
 - Housing affordability (accessibility, choice, and communities)
 - Impacts of gentrification
 - Profile of existing employment base, by type.
 - Profile of existing nonresidential development by type, age, value, etc.
 - Public health considerations- aging population, mobility, obesity.
 - Coordination with County Board of Education and other applicable county and state agencies.
 - Incorporation and review of other plans, including but not limited to the Hazard Mitigation Plan, Sea Level Rise and Coastal Vulnerability and Coastal Storm Surge Vulnerability Assessment Study, Stories of the Chesapeake, and the Early Action Compact.
- Inventory and document public utilities/infrastructure
 - An evaluation of existing public utilities, including privately-owned public water and wastewater utilities.
 - An evaluation of the Water Resources Element to include:
 - An analysis of septic and public sewer capacity as it pertains to public needs and the growth of the county.
 - An analysis of public water systems capacity as it pertains to public needs and the growth of the county.

- A description of public water and sewer systems and recommendations for future infrastructure planning.
 - An analysis of nonpoint sources in relation of nutrient load impacts and proposed reductions.
 - Streamlining of Water Resources Element components between the 2010 Comprehensive Plan and 2011 Comprehensive Water and Sewerage Plan.
 - Transportation facilities, modes, and infrastructure.
 - Update plan to include local transportation plans, as well as the MDOT Chesapeake Bay Crossing Study
- Land Use
 - Evaluation of current land use. The plan will serve as the primary policy guide for short and long-range planning, zoning, and decision-making within the county and will serve as a necessary first step and guideline towards systematic revisions of the county's existing land use and development regulations.
 - Review of all 8 of the County's incorporated towns' land development plans for consistency with these towns regarding their municipal growth areas, Priority Funding Areas, and applicable provisions.
 - Reevaluation of designated growth areas (Priority Funding Areas) and other specific land use recommendations.
 - Update the Chester/Stevensville, Grasonville, and Kent Narrows Community Plans.
 - Consideration for emerging economic development opportunities.
 - Evaluation of the current Priority Preservation Area (PPA) and other affiliated planning documents which impact the agricultural industry.
 - Mineral Resources
- Environment
 - Description of Queen Anne's County's environmental resources.
 - Evaluate the Chesapeake Bay Critical Areas, Other Sensitive Areas, Habitats for Threatened and Endangered Species, Floodplains, Steep Slopes, Streams and Stream Buffers, Wetlands, Erosion Hazard Areas, Shore Buffers, and Woodlands.
 - Identification of current impaired waters.
 - Identification of natural areas and wildlife habitats of the county.

- Assessment of existing environmental initiatives including but not limited to the Water Resources Element (WRE), Watershed Implementation Plans (WIP), and other watershed plans.
- Include enhanced strategies which include hazard mitigation and coastal resiliency initiatives.

Task 4: Plan development

Prepare a draft Comprehensive Plan with associated map(s), goals, policies, and strategies to guide Queen Anne’s County for the next decade and into the future. The Plan should address the following elements along with maps and graphics as appropriate, and in each element identify actionable goals and strategies with thought given to the prioritization of strategies for short- and long-term implementation:

- Land Use:
 - Rural Agricultural
 - Planning Areas
 - Priority Funding Areas
 - Sensitive Areas and Natural Resources
 - Environmentally sensitive areas
 - Resource Areas (Critical Areas, Watersheds, Groundwater, Impacted waterways (Tier II), Priority Preservation Area, stormwater facilities)
 - Water Resources (WRE and WIP)
 - Hazard Mitigation and Sea Level Rise/Coastal Resiliency
 - Fisheries
 - Mineral Resources
 - Resource Protection, Conservation, and Preservation
 - Priority Preservation Areas
 - Historic and Cultural Preservation
 - Historic Resource Inventory
 - County/Town Planning
 - Sustainable Smart Growth Management
 - Community Planning
 - Economic Development and Tourism
 - Affordable/Workforce Housing
 - Community Facilities (Education, Water and Sewer, Parks and Rec, Library Services, Solid Waste, Public Safety)
 - Transportation
-
- The Comprehensive Plan should prepare a land use capacity analysis that will help direct growth and redevelopment within the County. This element should also describe the interrelationship of existing and probable local land use patterns and the identification of means to mitigate negative impacts of potentially incompatible land uses.
 - Present complete drafts of the Plan for review in sections for presentation and public comment at several public meetings.

Task 5: Adoption of the Comprehensive Plan

Present a new Comprehensive Plan for Planning Commission review and recommendation and County Commissioner approval and adoption. This process may include revisions prior to final adoption. The consultant will evaluate the Plan's compliance and consistency with Maryland Land Use Article. Consultant will assess how consistency with state statute supports or may hinder the proposed goals and policy for the County.

This task consists of the following:

- Preparation of a number of summaries, in brochure and/or poster format, condensing the findings, goals and objectives of the Plan. All draft materials shall be provided to Planning staff in advance of all public meetings and/or hearings. This information, like all information supplied to the County, must also be available in electronic format.
- ArcGIS-scalable map packages ready for printing in the following sizes: 11" x 17", 24" x 36" and 36" x 48".
- Facilitating Community Public Work-sessions.
- Presentation(s) and work-session(s) with the Planning Commission.
- Planning Commission Public Hearing(s).
- Public Hearing(s) and adoption by the County Commissioners.

DELIVERABLES

The consultant shall deliver the draft and final documents in both hard and electronic copies that will be available for all members of the Planning Commission, County Commissioners, Planning staff, and copies for public review. One unbound reproducible original copy of the final, updated Comprehensive Plan to include all appendices and community plans shall be provided to the Planning Department, along with electronic formats to allow for reproduction, revision and direct web posting. The Comprehensive Plan format shall consist of both a reproducible hard copy version of the adopted plan in an 8 1/2" by 11" (vertically oriented) format and a digital version with text in Microsoft Word format as well as PDF. The Plan will become the domain of the County.

All data in the final Plan shall be delivered in ESRI GeoDatabase format and in the NAD 1983 Maryland State Plane Feet Projection (EPSG:2248). All datasets shall be submitted in an unprotected format that can be revised or updated by the County in ESRI ArcGIS software. All files shall be submitted in an unprotected format that can be revised or updated by the County.

Metadata shall be included and comply with FGDC standards with the following required:

- An abstract containing a brief narrative summary of the data set including levels of accuracy and methods of data capture.

- Purpose for creating the data with a summary of the intentions with which the data set was developed
- Citation including the name of the organization and/or individual that developed the dataset
- Maintenance requirements noting the frequency with which changes (if any are necessary) are made to the data set after the initial data set is completed
- Theme key words associated with the data set
- Contact information for the creator of the data set and for the creator of the metadata
- Date the data was published

Queen Anne’s County shall retain ownership of all generated data.

KEY ROLES AND RESPONSIBILITIES

Department of Planning and Zoning

- The Department will maintain overall responsibility for the project.
- The Principal Planner will serve as the County’s primary liaison to the successful firm and Coordinator for the project and consultants on a day-to-day basis.
- The Principal Planner is the Project Manager.
- County GIS staff will provide consultants with available data, or sources of available data, for review and analysis. The County GIS utilizes ESRI ArcGIS software.
- Will be responsible for notifying project partners of meeting dates and schedules, and mailing any necessary materials. Will photocopy meeting materials as necessary.
- Will be responsible for posting project information, meeting schedules, and notices of public meetings and forums on the County website.

Consultant Team

- Will prepare detailed work program and schedule with concurrence from the Department of Planning and Zoning.
- Will be responsible for facilitating the meetings with project partners, Public Forums including meetings specific to the 3 community plans, Planning Commission work-sessions, and Public Hearings for the Planning Commission and County Commissioners. Any meeting graphics will utilize Microsoft PowerPoint presentations.

- Will be responsible for providing complete drafts of Plan for review in sections for presentation and public comment at public meetings and additional meetings specific to the community plans.
- Will be responsible for providing 20 paper copies and 1 electronic copy as follows:
 - Review in sections for presentation and public comment in public meetings to include additional meetings specifics to the community plans;
 - The draft Plan for the Planning Commission;
 - The final Plan (as recommended by the Planning Commission to the County Commissioners); and,
 - The Adopted Plan (and 3 community plans).
- Will prepare a written meeting summary of all meetings per Open Meetings Act compliance.
- Will prepare plan documents, graphics, and maps associated with the project.
- Must utilize compatible GIS/Microsoft office software. The County GIS utilizes ESRI ArcGIS software. All maps in the final Plan shall also be delivered in digital format for use in ESRI ArcGIS software and will become property of the County.
- A proposed billing schedule based on the completion of itemized tasks will be submitted as part of the contract.
- Provide the County with all reference materials and sources that may be used in preparation of the Comprehensive Plan.
- The consultant is to provide monthly reports which document progress made toward the achievement of the above stated goals and products/outcomes during each invoice period. These reports shall also describe difficulties encountered for each activity, any changes in expected deliverable dates or materials, any budget changes, or changes in staffing.
- For proposal purposes, submitters may assume a start date of Friday, 11 October 2019 and must complete the project no later than Thursday, 31 December 2020.

Maintenance of Record and Reports

The consultant shall maintain records as necessary to complete monthly financial and status reports on the contract activity which shall include the kind of service delivered, the period of time involved with the project, and the products provided. The consultant will provide the Queen Anne's County Department of Planning and Zoning with all original documentation, information and data, as well as any technical reports or working papers that may be generated during the project. The County retains ownership of all data collected or used in this project.

CONSULTANT QUALIFICATIONS

The selected consulting firm should have experienced staff in the fields of land use planning, zoning, comprehensive planning, demographics, housing, environmental disciplines, adequacy of public facilities, cost of growth concepts, an understanding of the connections between land use decisions and fiscal and economic sustainability, as well as clear knowledge of the State of Maryland Land Use Article, Critical Area Regulations, and any other pertinent disciplines as deemed appropriate based on the consultants understanding of the project.

Consultants should be familiar with the region and must have demonstrated experience undertaking similar projects in other jurisdictions.

Consultants shall demonstrate that they have no conflict of interest in working with the County on this project. The Consultants that submit a proposal for consideration by Queen Anne's County shall sign the Conflict of Interest Disclosure attached to this Request for Proposal (RFP).

SELECTION PROCESS

Queen Anne's County will make a single award from qualified submitters for the Queen Anne's County Comprehensive Plan Update.

The Selection Committee will evaluate all qualifying proposals received by the submission deadline. Several criteria will be closely evaluated and proposals ranked based on the evaluation criteria set forth below, and may include information obtained during oral presentations or follow up phone conversations, if any. Only those proposals considered susceptible of award will continue through the evaluation cycle.

EVALUATION CRITERIA

Evaluation will be based on Queen Anne's County's understanding of the Offeror's capability for providing the Scope of Services requested. In making this judgment, the Evaluation Committee will consider the following factors:

- A. A high level of professional competence and a proven record of accomplishment in the preparation of land use ordinances, zoning map creation, comprehensive plans, and the implementation of public participation programs.
- B. Demonstration of professional, technical, and legal expertise and experience of the principal personnel assigned to the project.
- C. Availability of the consultant team, anticipating a high level of direct interaction and communication with County staff and/or public officials will occur.
- D. Public facilitation capabilities and experience working with the public, as well as citizen committees, in diplomatically crafting standards and/or criteria to be incorporated into the work products.
- E. The proposal should clearly demonstrate the firm's understanding of the County's overall objectives in the comprehensive plan update process.

- F. Ability to produce high quality documents and graphics that are user friendly and grammatically correct.
- G. Ability to make high quality oral and visual presentations.
- H. Ability to listen, be flexible, and follow and/or implement direction and/or ideas or concepts.
- I. How the consultant team interacts with the public, county staff, and public officials.
- J. Ability of consultant team to demonstrate initiative, motivation, and knowledge of Queen Anne's County.
- K. Cost of preparing the comprehensive plan update in relationship to the services offered.
- L. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the county and dedicate the appropriate personnel as the schedule dictates.
- M. Evaluation of past projects with special attention paid to projects conducted with local government and municipalities. Factors evaluated include quality of work, cost control, and demonstrated ability to meet scheduled deadlines. Ability of the firm to meet the project schedule and remain within the budget will also be evaluated.

CONSULTANT SELECTION

Following the evaluation process, the County will attempt to negotiate an agreement with the preferred consultant. If no agreement can be reached with the preferred consultant, that consultant shall be dismissed, and the County shall proceed with negotiations with the second-preferred consultant. This process may be repeated as necessary until an agreement can be negotiated that is satisfactory to both parties. The County Commissioners will approve the contract with the selected firm.

The final selection will not be based necessarily on lowest bid, but rather the proposal, that in its entirety is deemed to best-suit the needs of Queen Anne's County and the scope of the project. Selection will be based on the consultant's demonstration of experience and qualifications, understanding of the project scope and budget, and ability to complete the project in a timely manner.

Award of the project is expected to occur within thirty (30) days from the proposal opening.

At any phase, the County reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, all as the best interests of the County may appear.

Proposals that are substantially incomplete or lack key information may be rejected by the County.

Queen Anne's County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.

PROPOSAL FORMAT

All proposals must follow the format presented below and should be as succinct as possible. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in the same order as this RFP. All proposals must include the following components:

Section	Content
	Cover Letter
1	Company Profile
2	Project Team (complete outline team member experience and responsibilities)
3	Related Experience
4	Project Services
5	Proposed Fee
6	Proposed Schedule (to adhere to the maximum timeline)
7	Additional Information
8	Contract and Insurance

PROPOSAL COMPONENTS

SECTION 1: COMPANY PROFILE

This section should provide the following information about the consultant:

- Consultant's name, email address, business address, phone number, and fax number.
- Business location and officers of the firm.
- The year the consultant's firm was established.
- Former names of the firm, if applicable.
- The type of ownership and parent company, if applicable.
- A brief statement of the consultant's background, demonstrating longevity and financial stability.

SECTION 2: PROJECT TEAM

Identify the designated project manager and the project team and Statement of Availability and location of key personnel to work on the Queen Anne's County assignment. Include a project team organizational chart. For each key person to be assigned to the project, include a summary of relevant professional qualifications and project experience. Qualifications of firm members who will not be assigned to this project is unnecessary.

Subcontractors: All proposals shall include a list of any subcontractors and their responsibilities. The County reserves the right to reject the successful Offeror's selection

of subcontractors for good cause. If a subcontractor is rejected, the Offeror may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

SECTION 3: RELATED EXPERIENCE

Include a one- to two-page project description for up to 3 relevant projects that demonstrates capabilities in the project services and experience with similar clients. Additionally, include the name, address, and phone number of the responsible official of the client organization who may be contacted by the County.

The proposal should demonstrate a clear ability to provide services in all areas required by the County to achieve project objectives. The consultant should provide past experience demonstrating creativity regarding the project tasks.

SECTION 4: PROJECT SERVICES

This section should include a work program and be the main section of the proposal. The proposal should include the consultant's approach to this project and understanding of the assignment. The Proposal should clearly identify the philosophy and approach of the consultant, as well as provide an outline for the proposed tasks and timeline for executing the requirements of the Scope of Services within the timeframe.

SECTION 5: PROPOSED FEE

The consultant will provide a detailed work program and schedule of values, including itemized costs and anticipated start and finish dates for the major tasks associated with the project. The consultant shall define and outline the proposed elements of work, number of meetings, proposed schedule, and any assumptions made in the assembly of the fee. The consultant should identify and itemize any other significant tasks contributing to the proposed fee.

The proposal shall identify the total project fee to conduct all services included in this request for proposals, including tasks that based on the consultant's experience may not be mentioned herein, but which would result in a better project. The consultant may also recommend alternatives for any particular task which may be discretionary at this preliminary stage and which may affect the cost so that the County may make an informed decision to add and/or delete selected work from the scope of services.

The total project fee is to include all anticipated consultant's costs including, but not limited to, meeting attendance and facilitation, travel expenses, correspondence and staff report preparations, document preparation and production, and document graphics or other necessary presentation graphics, etc.

Consultants are encouraged to make suggestions on how the work program could be improved, while still satisfying the objectives of the study.

Include a statement of hourly and task rates for unanticipated work beyond the total project fee. This would be a fee schedule for supplemental charges that would be charged for additional

unforeseen work tasks beyond those proposed/anticipated in the Proposal, should such services be required. This would include fees for items such as conducting additional meetings with County staff; additional trips to and from Queen Anne’s County; additional iterations/revisions of product deliverables. Provide per-occurrence, per-unit, or per-hour rates, as appropriate, for such additional services.

SECTION 6: PROPOSED SCHEDULE

Submit a schedule for the completion of the project services and the deliverables identified in Section 4 of your proposal. Include the proposed start and end dates along with a proposed schedule for completion by task and/or intermediate delivery dates of products. Award of the project is expected to occur within thirty (30) days from the proposal opening and must be completed no later than 31 December 2020.

The overall timeline for the development of the Comprehensive Plan will be approximately twelve (12) months. As a submittal requirement, the applicant will submit a project schedule showing key task target dates, including public meetings and hearings and estimated task duration.

SECTION 7: ADDITIONAL INFORMATION

At the submitter’s discretion, include additional information that supports the proposal. Maximum of five (5) additional pages.

SECTION 8: CONTRACT AND INSURANCE

The selected consultant will be required to execute a contract in a form acceptable to Queen Anne’s County. Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the County and the successful firm. Payments shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

The selected consultant is also required to provide proof of insurance, the types of which and in amounts that are acceptable to the County. Insurance may be obtained from a single insurance company and policy or from multiple companies and policies. With all types of required insurance except Worker’s Compensation, the Contractor must add the County as an additional insured. Proof of insurance showing the County as an additional insured are not required at the Proposal stage but are a condition precedent to the award of a Contract.

SIGNATURE OF BIDS

Bids submitted by corporations shall be signed with the legal name of the corporation, followed by the state of incorporation, and by the signature of the officer authorized to bind the corporation in this matter. Other bids must be signed with the name of the legal entity and with the signature of an individual authorized to bind the entity.

PROPOSAL SUBMISSION

All proposals must be received by the Department of Planning and Zoning no later than 10:00 am, Eastern Standard Time, Friday, 13 September 2019 at which time the proposals will be opened in the Planning Commission Conference Room located at 110 Vincit St., Suite 104, Centreville, MD 21617. Only names of the firms submitting proposals will be read aloud. Proposers and the general public are invited to attend.

Submit five (5) paper copies and one (1) electronic copy (in pdf format) of the proposal in a sealed envelope bearing the submitter's company name and clearly labeled "**Sealed Proposal for Queen Anne's County Comprehensive Plan Update: Attn. Amy G. Moredock.**" No e-mail or faxed proposals will be accepted.

Proposals sent via express delivery service should be sealed in an envelope inside the express container. The Offeror assumes the risk that an envelope not properly marked will be mistakenly opened, and thus rendered ineligible for consideration. No responsibility shall attach to the County for the premature opening of a proposal not properly addressed and identified as specified herein. The County will not make any adjustments to the proposal based on additions or deletions on the outside of the envelope.

For additional information, please contact: Amy G. Moredock, CFM, Principal Planner
QAC Department of Planning and Zoning
110 Vincit St., Suite 104
Centreville, MD 21617
Phone: 410.758.1255
Email: amoredock@qac.org

All materials submitted in response to this RFP will become the property of Queen Anne's County. All expenses incurred by the consultant in responding to this RFP will be borne solely by the proposing company. Information concerning the proposals will not be given out until the contract has been awarded. It is Queen Anne's County policy that all proposals must be made available for review by the public upon request.

The County will not return proposal materials to those submitting proposals.

RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES

The Queen Anne's County Commissioners reserve the right to reject any or all proposals, to waive any nonmaterial irregularities in the proposal, to accept or reject any item or combination of items and accept any proposal which best benefits the people of Queen Anne's County. Queen Anne's County reserves the right to negotiate with any, none or all of the proposing vendors. Queen Anne's County is an Equal Opportunity Employer.

CONFLICT OF INTEREST: CONFIDENTIALITY

The Offeror covenants that it presently has no interests, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this RFP. Without limitation, Offeror represents to and agrees with the County that Offeror has no conflict of interest between providing the County services hereunder and any interest Offeror may have with respect to any other person or entity (including but not limited to any federal or state regulatory agency) which has any interest adverse or potentially adverse to the County.

The selected Offeror agrees that any information, whether proprietary or not, made known to or discovered by it during the performance of, or in connection with this RFP will be kept confidential and not be disclosed to any person other than the County, its designated officials, employees, and authorized agents. The Offeror agrees to immediately notify the County in writing if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this RFP.

PUBLIC INFORMATION ACT NOTICE

All proposals will be confidential until after contract award. At this time, proposals may be inspected by others when requested in writing pursuant to the Maryland Public Information Act. Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information and provide any justification why such materials, upon request, should not be disclosed by the County under Maryland's Public Information Act, Title 4 of the General Provisions Article, Annotated Code of Maryland.

WITHDRAWAL OF PROPOSALS

Proposals submitted in response to this solicitation are irrevocable for 90 days following the closing date for proposals or after receipt of best and final offers, whichever is later. This period may be extended at Queen Anne's County's discretion.