

REQUEST FOR PROPOSALS

EMMITSBURG SQUARE – REVITALIZATION DESIGN PROJECT

Project purpose: The Town of Emmitsburg wishes to enlist the services of a professional design firm to produce a plan for revitalization of the Town Square. Incorporating input from the public and from stakeholders will be a major component of the project.

Background Information:

Emmitsburg is a town of 2,814 residents, situated on the Maryland/Pennsylvania border, within 10 miles of Gettysburg, PA. US15 cuts through the eastern side of the town. The project is located within the Main Street corridor (MD Rte. 140), which generally coincides with the Emmitsburg National Register of Historic Places (1972) designated Historic District.

The Square is located at the intersection of current-day MD State Routes 140 and Business 15. Settlement of the town occurred in 1785, with the first recorded deed describing lots as being known as a town called Emmitsburg. During the Civil War era, and specifically the period surrounding the Battle of Gettysburg, the Square and the town witnessed military and civilian activity related to the war. In more recent history, a formerly attractive, vibrant, Square area has declined; due greatly to paving and parking in response to the automobile – leaving little room for pedestrian and related amenities, interpretative signage, or vegetation.

Qualified Firms: Landscape Architecture, Architecture, or Engineering firms licensed to work in Maryland will be considered. Successful completion of similar public-sector projects in Maryland or adjacent states, and proven abilities in public participation elements/techniques are required.

Process: (See attached timetable)

1. The project will involve meetings with agency stakeholders, such as town government and State Highway Administration, plus public meetings to secure input from local citizenry and businesses via a “charrette”-type event.
2. At least 2 draft designs will be prepared as a result of the charrette. Requirements of the grant include Maryland Historic Trust (MHT) review and approval of the plans – not to exceed 30 days. Draft plans will be sent for review before the process continues.
3. The plans that meet MHT criteria will be presented by the consultant at a Town Meeting, where the consultant will assist with the decision process.
4. Consultant will prepare a list of potential projects required to implement the plan, with cost estimates. A summary of charrette activity will also be provided.

Responsibilities:

The Town will provide:

- Stakeholder information – agencies, businesses, organizations.
- State Highway Administration drawing of existing situation, historical information regarding buildings located on the Square, as needed. Public GIS access can be found

at <http://webmaps.frederickcountymd.gov/AtAGlance/> Additional information may be available from Frederick County Geographic Information Services.

- In-kind contribution of meeting rooms within the town office facilities, plus supplies, meeting notices, refreshments to the extent specified in the project budget.
- In-kind contribution of at least 2 experienced planners to assist with the charrette process.
- Town Planner and other staff time to coordinate and administer project at the local level.

The Consultant will provide:

- Meeting(s) with agency stakeholders prior to public participation element.
- Public Participation event
- Printed materials required to conduct the process/process.
- At least 2 draft designs, dependent on the results of the public element.
- Revisions resulting from MHT review, as needed.
- Presentation before the Town Board to consider alternatives and assist in the decision-making process.
- Deliverables: Final design, list of cost estimates for project elements, charrette summary.
- The required deliverables **do not** include engineered drawings.

Submission Requirements

At a minimum, proposals should include the following:

1. A description of the consultant's understanding and approach to the project, including the ability to work within the projected timeline and anticipated project deliverables described in the RFP packet.
2. Expertise of the team: specific roles and experience of key personnel.
3. Examples of comparable projects completed by the firm, with references for each.
4. Consideration of in-kind contributions by Town, as described above, relative to perceived needs of the process.
5. Estimated budget based on the scope of services and proposed approach, with detailed time and budget allotted to each consultant and sub-consultant by task. Total budget must be within the parameters of the grant allocation budget worksheet provided in this RFP packet.

SUBMITTAL DATE:

4 copies of the proposal must be received by **4 p.m. on September 21, 2012**
Addressed to:

*Susan H. Cipperly, Town Planner
Town of Emmitsburg Office
300A South Seton Ave.
Emmitsburg, MD 21727*

The Town of Emmitsburg reserves the right to accept or reject any or all proposals.

TOWN OF EMMITSBURG – HEART OF THE CIVIL WAR HERITAGE AREA – Non-Capital Grant “Emmitsburg Square Design”
 Time line as of August 8, 2012

Project Task	August	September	October	November	December	January
Consultant Selection	RFP out by 17 th	RFP Response by 21 st	Review RFPs Interviews Oct 5 Recommend at TB Meeting Oct. 15	(Alternate TB date November 4)		
Background Research	Begin 20 th Staff SHA info, history	Continue as needed				
Meetings		Review of RFP	Consultant meeting with agency stakeholders Oct. 17	Public Input Charrette Nov. 3 (Nov 10)		Designs presentation at Town Board meeting Jan. 7 (or 21) Decision
Draft design				Draft designs work Submit drafts by Nov 30	Draft designs reviewed by Staff and agencies Dec. 3 meeting Submitted to MHT for 30-day review	
Prepare final design and menu of cost estimates for work elements					—	Submit 3 weeks after decision is made regarding design Jan. 28 or Feb. 4

USE OF FUNDS	MHAA GRANT	REQUIRED GRANTEE CASH MATCH	GRANTEE Staff Portion of Cash Match		GRANTEE CASH TOTAL	IN-KIND MATCH		TOTAL PROJECT COST
RFP for design firm	\$1,000	\$522	Town Staff Total	\$428	\$1,000	In-Kind Total	50	\$2,000
			<i>Town Manager \$40/hr x 4 hrs</i>	160		<i>Copies & Mailing</i>	50	
			<i>Town Planner \$25/hr x 8 hrs</i>	200				
			<i>Admin Asst \$17/hr x 4 hrs</i>	68				
Background work	2,500	1,500	Town Staff Total	\$1,000	2,500			5,000
			<i>Town Planner 40 hrs</i>	\$1,000				
Public Input Phase – Charrette	7,000	3,162	Town Staff Total	988	4,150	In-kind total	2,850	14,000
			<i>Planner 24 hrs</i>	600		<i>Supplies</i>	150	
			<i>Town Manager 8 hrs</i>	320		<i>Meeting notices</i>	200	
			<i>Admin Asst. 4 hours</i>	68		<i>Refreshments</i>	200	
						<i>16 hrs x 3 volunteer @ \$25/hr</i>	1200	
						<i>Meeting rooms @550/day X 2 days</i>	1,100	
Design Work Session	5,000	4,450			4,450	In-kind total	550	10,000
						<i>Meeting rooms @550/day x min 1 day</i>	550	
Design Presentation & Decision-making	10,000	9,550				In-kind total	450	20,000
						<i>Meeting room @ 450</i>	450	
Products: Final design & Cost estimates Charrette summary	2,500	1,510			1,510			4,010
Admin, Management			Town Staff Total	990	990			990
			<i>Town Manager 8 hrs</i>	320				
			<i>Town Planner 20 hrs</i>	500				
			<i>Admin Asst. 10 hrs</i>	170				
Total	28,000	20,694		3,406	24,100		3,900	56,000