



TOWN OF PORT DEPOSIT
CECIL COUNTY, MARYLAND

REQUEST FOR PROPOSAL
RFP – 02-2022

COMPREHENSIVE PLAN, ZONING ORDINANCE AND
SUBDIVISION REGULATIONS UPDATE

RFP Issued: July 25, 2022

Proposals Due: September 15, 2022

Town of Port Deposit
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Port Deposit, MD 21904
410-378-2121
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PURPOSE

The Town of Port Deposit (referred to as the “Town”) is seeking proposals from qualified consulting firms to provide professional services to update and prepare a new Port Deposit Comprehensive Plan (referred to as the “Plan”) and planning services necessary to update and re-write the Port Deposit Zoning Ordinance (referred to as “Ordinance”), including an updated Zoning Map, and Subdivision Regulations (referred to as the “Regulations”) in response to the Plan adoption in a phased approach.

BACKGROUND

The Historic Town of Port Deposit, Maryland is a 2.26 square mile small town with approximately 650 residents located on the east bank of the Susquehanna River, and Main Street was built between the river and a 250’ granite cliff. Incorporated in 1812, the town was once a thriving and prosperous “port of deposit” where raw materials such as flour, potatoes, whiskey, lumber, grain and coal were brought down the Susquehanna River on rafts and transferred to ships headed for Baltimore and other ports. Another famous export during the latter part of the 18th century, was granite. The granite industry contributed to Port Deposit’s economic prosperity and its unique historic character. The blueish gray stone was shipped and used in buildings throughout the region and can still be seen today in many buildings, sidewalks, and steps within the town.

In 1877, the Columbia and Port Deposit Railroad was opened and the tracks run parallel to the Susquehanna River between the river and Main Street. The railroad tracks were elevated in 1927 to prevent the flooding and ice floes from wreaking havoc on Main Street. The railroad is operated by Norfolk Southern today. The Conowingo Dam Hydroelectric Generating Station was completed in 1928 and is located approximately five miles north of Port Deposit. The Dam has 53 flood control gates that manage the elevation of the 9,000-acre reservoir used to produce electricity. The flow of water through the flood control gates during hurricanes and extreme precipitation events directly impacts flooding in Port Deposit.

In later years, the Susquehanna waterfront was used by the United States Navy up until the closure of the Bainbridge Naval Training Base located on the granite cliff in 1976. Wiley’s Manufacturing Company operated on the waterfront producing the steel tubes for the Fort McHenry Tunnel in Baltimore. The company closed its doors in 1983. The waterfront property is now home to Marina Park, Tome’s Visitor Center, a marina, restaurant, townhouses and condominiums.

In 1999, the Town annexed the 1,200-acre Bainbridge property located on the cliff above the town. This property was once home to the Tome School for Boys and the Bainbridge Naval Training Center/Base. After years of environmental and development turmoil, the property was recently rezoned from Bainbridge Mixed Use with civic, business and residential components to Business and Industrial. Site specific revisions were made to the Plan and Ordinance to permit development to move forward. However, these changes in the development strategy for this property requires a complete review and update to the Town’s Plan and Ordinance.

Throughout its’ long history, the Town of Port Deposit has persevered through ice jams, hurricanes and the best and worst of economic times. The Plan, Ordinance and Regulations need to be updated to reflect a new strategy that provides a vision for the future, as well as consistency and clarity fitting for a small, historic town on the east bank of the Susquehanna River.

PHASE I – COMPREHENSIVE PLAN

The Plan was adopted in 2009. The last five (5)-year comprehensive update to the Plan was completed in 2015 and updates were completed in 2019 relative to a specific request from the Bainbridge Development Corporation for the Bainbridge property to change the zoning from Bainbridge Mixed Use to Business and Industrial to comply with the environmental services cooperative agreement (ESCA) with the U.S. Navy and Maryland Department of the Environment.

The Town seeks to adopt a revised Plan that will provide a vision and direction for the next 10-years for both public and private decisions that are the most beneficial types of lands uses, and develop economic strategies and efficient delivery of public services for present and future residents. It is the basis for discussions between the public and elected officials on the future development of the Port Deposit community. The Plan must be clear, user-friendly, accepted, and supported by the residents and the elected officials who are charged with the responsibility of decision-making. The Plan must account for the social, economic, recreational, sustainable and environmental realities of today, while recommending a plan for balanced public services and facilities required for the future.

The Plan will serve as the planning document to establish guidance for development and redevelopment opportunities to serve the existing Port Deposit community and explore opportunities for growth. The Plan will serve as a vision and guide for the Planning Commission and Town Council in their decision-making process, in conjunction with revisions to the Ordinance and Regulations.

PHASE II – COMPREHENSIVE ZONING ORDINANCE AND SUBDIVISION REGULATIONS UPDATE

The Zoning Ordinance was adopted in 2003 and the Subdivision Ordinance was adopted in 1992. The last comprehensive updates to multiple Articles of the Zoning Ordinance was completed in 2016. At the request of the Bainbridge Development Corporation, Ordinance amendments were completed to comply with 2019 Comprehensive Plan amendments for the environmental services cooperative agreement (ESCA) with the U.S. Navy and Maryland Department of the Environment. The Subdivision Regulations have not been revised since adoption in 1992.

The Town seeks to develop clear, understandable and user-friendly zoning and subdivision regulations that are consistent with the revised Comprehensive Plan, and existing Town plans and policies. The zoning and subdivision regulations should reflect development standards for a unique small town challenged with meeting historic guidelines for development and re-development, and critical area and floodplain regulations. The Town will require a revised Zoning Map.

SCOPE OF SERVICES

The Scope of Services will include but not be limited to:

1. Revise and update the 2009 Plan, 2003 Ordinance, Zoning Map, and 1993 Regulations to reflect changes within in the Town since original adoption of the existing plans;
2. Revisions should include, but not be limited to the minimum requirements and plan elements as defined in the Maryland Land Use Article;

3. Incorporating the recommendations from various planning studies completed since original adoption of the existing plan;
4. Identifying all issues, omissions, inconsistencies, conflicts, redundancies, equity shortfalls, and outdated provisions and provide a written statement of findings/opportunities for improvements;
5. Identifying trends in current planning and zoning practices, and innovative strategies that should be considered for planning for the future which may include new zoning districts; and
6. Developing, coordinating, and facilitating a diverse engagement strategy that includes the Planning Commission members, elected officials, town staff, and residents to develop a vision and provide a sustainable Plan, Ordinance and Regulations that are user friendly documents to guide decisions for the next 10 years.

PROPOSAL CONTENTS AND SPECIFICATIONS

1. Introduction

- a. General introduction to the consultant team, including contact names, phone numbers, and email addresses for the project manager and all subcontractors;
- b. Resumes of consultant team and indicators of the unique qualifications, approach or other features that make the proposed consultant team stand apart from the competition; and
- c. Commitment to a timely and cost-effective delivery of proposal.

2. Project Understanding

The consultant should detail their understanding of the projects and the Town. This section of the RFP provides the opportunity to also show the depth of understanding of updating the documents and its impact on the community.

3. Proposed Consultant Team

Building upon information provided in the Introduction and Project Understanding, the consultant section of the RFP should describe the various firms/organizations involved with the consultant and the manner in which this combination meets the needs of the project, including:

- a. A profile of each firm/organization involved in the proposal beginning with the primary firm. Information should include location, number of years in business in the profession relevant to the RFP, and the number of professional staff in the firm/organization;
- b. The roles that each firm/organization will undertake in various aspects of the project ranging from administration, data collection, or distinct areas of expertise or development; and
- c. The management structure that will be employed to ensure success of the project.

4. Relevant Experience

The consultant should detail their experience relevant to the various aspects and elements of the Plan, Ordinance, and Regulations. Description of experience with at least three (3) examples of similar project should be included and other relevant materials. Preference is given to projects completed in rural or exurban communities in the Mid-Atlantic region. Preference is also given to projects completed in waterfront and historic communities, or those communities with significant environmental constraints.

5. Project Approach and Detail

The consultant should detail their approach to the tasks necessary to update and revise the Plan, Ordinance and Regulations. The project approach at a minimum should include:

- Stakeholder and community involvement are critical to this project. Identify, describe and implement a strategy and methodology for stakeholder and citizen involvement in the comprehensive updates to the Plan, Ordinance and Regulations. Proposals must address methods for soliciting involvement, which may include, but is not limited to: traditional in-person forums, social media, video conference, etc. Special consideration will be given to submittals that reflect innovative approaches to stakeholder and citizen involvement and plan to utilize a diverse array of outreach methods. The consultant shall work closely with the Town of Port Deposit throughout the process and may need to consult with agencies, such as, Cecil County Government, Maryland Department of Planning, Transportation (SHA), Lower Susquehanna Heritage Greenway, etc.
- Consultant will conduct up to six (6) worksession meetings with the Planning Commission and up to three (3) worksession meetings with the Council on the draft Plan, Ordinance and Regulations;
- Assure other stakeholders, residents, and user groups are provided an opportunity to participate in the process;
- Act as professional facilitators to gather information;
- Provide well organized and directed activities, techniques and formats to ensure a positive, open and proactive public participation process;
- Provide written records and summaries of the results of the public process;
- Help to build consensus on the revisions to the Plan, Ordinance and Regulations, or if consensus is not possible, provide information to the Mayor and Council for informed decisions;
- Presentation to the Planning Commission and Mayor and Council of the draft and final Plan, Ordinance and Regulations.
- Tasks and methodology for completing the comprehensive updates and revisions to the Plan, Ordinance and Regulations.
- Project timeline, dates for task completion, critical milestones and deliverables schedule.
- Cost and Payment Schedule
 - Consultant shall provide a detailed Project Budget, including estimated hours per task and billing rates for all personnel assigned to the project.
 - A total not-to-exceed dollar value for any reimbursable expenses associated with each individual task must be specified. A rate for each type of expense, such as mileage, printing expenses, etc. must be specified.

6. Additional Requirements

- a. Appendix A – Cost Proposal

DELIVERABLES

The consultant will be responsible for providing the following deliverables for Phase I and Phase II with milestones to be determined in consultation with staff:

1. A report identifying the issues, inconsistencies, conflicts, redundancies, outdated provisions to be addressed in the draft;
2. A report on the public engagement effort's and outcomes;

3. Digital copies (in agreed upon format) for all presentations and meeting materials which will be posted on town media sites;
4. One (1) original and seven (7) copies of draft Plan, Ordinance and Regulations, and digital copy in Word format for review by the Planning Commission and staff;
5. One (1) draft of the Zoning map and digital copy,
6. One (1) original and fifteen (15) spiral bound copies of final Plan, Ordinance and Regulations and digital copy in Word and pdf format;
7. One (1) original Zoning Map and one (1) digital copy;
8. GIS and digital shapefiles of all maps, graphics renderings, photographs, etc. created for each project and/or created during the planning process;
9. Consultant will complete and present the draft Plan, Ordinance, Zoning Map, and Regulations through the public hearing process conducted by the Planning Commission and Council.
10. Consultant will complete and present the final Plan, Ordinance, Zoning Map, and Regulations for adoption through the public hearing process conducted by the Planning Commission and Council.

SEALED PROPOSAL AND DIGITAL PROPOSAL SUBMISSION

Vicky Rinkerman
Town Administrator
Town of Port Deposit
64 S. Main Street
Port Deposit, MD 21904
RFP 02-2022 – Comp.Updates

DEADLINE TO SUBMIT: Thursday, September 15, 2022 by 12:00 p.m.

Proposals received after the deadline will not be accepted or considered. The Town will not accept faxed or emailed proposals. Proposals will be reviewed by the Town from September 16 through September 30, 2022.

EVALUATION AND SELECTION

The Town of Port Deposit will post the Request for Proposals on Town media sites. The initial qualifications-based selection will be made by evaluating the proposal using the following criteria:

Clarity – 25%: Readability and presentation of material, including writing style and rendering. Documents and graphics that are user-friendly.

Project – 35%: Understanding and approach as displayed in the project proposal and the interview. Capacity to perform the work in a timely manner.

Relevant experience – 35%: Team leadership and team capabilities. Motivation/knowledge of Port Deposit.

References and supporting information - 5%

Only consultants who supply complete information will be considered for evaluation. We will base the final decision on materials submitted, the presentation, and/or contacts with references.

INQUIRIES FOR THE PROPOSAL

Please direct any questions or comments by email to:

Vicky Rinkerman, M.S.

Town Administrator

Town of Port Deposit

Email: vrinkerman@portdeposit.org

Office: 410.378.2121

The Town of Port Deposit reserves the right to accept or reject, in whole or in part, all proposals received in response to this Request for Proposals; to waive or permit cure of minor irregularities; and to conduct discussions with any or all qualified third-party consultants in any manner necessary to serve the best interests of the Town. This Request for Proposals creates no obligation on the part of the Town to award a contract.

APPENDIX A

TOWN OF PORT DEPOSIT

BID/COST PROPOSAL

Comprehensive Plan, Zoning Ordinance and Subdivision Regulations Update
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Total Cost: \$ _____

Business Name:

Signature: _____

Print Name: _____

Title: _____