



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

PROFESSIONAL PLANNING SERVICES
BID #20PP-004

New Castle County (“County”) is seeking competitive proposals for professional planning services to assist and develop the County’s 2050 Comprehensive Plan (replacing the 2012 Plan Update, dated July 1, 2012-June 30, 2022). The qualified professional/team will assist the County staff in performing a variety of planning functions in the development of the 2050 New Castle County Comprehensive Plan.

Interested parties are asked to submit a priced proposal, in writing, with one (1) original, three (3) copies, and an electronic copy (USB Flash Drive) to New Castle County Purchasing Division, 87 Reads Way, New Castle, DE 19720, by **2:00 p.m. Wednesday, February 5, 2020** so stating their interests and qualifications.

NOTE: Bidders are responsible for obtaining the bid specifications and all addendums from the New Castle County Purchasing website at www.nccde.org/purchasing.

Questions about the project should be directed in writing by no later than **noon, Friday, January 17, 2020**, to Ruth Kowalski, Purchasing, by e-mail at ruth.kowalski@newcastlede.gov

INSTRUCTIONS FOR PROPOSAL

Sealed proposal envelopes shall carry a clear notation in the lower left quadrant, **“Professional Planning Services, Bid #20PP-004”**

FAX proposals **cannot** be accepted.

Pursuant to New Castle County Code and Delaware State Law, no contract will be awarded to any vendor unless, before or in conjunction with the actual award of the contract to such vendor, has submitted proof satisfactory to the County, or to the awarding agency, or the designated representative of the County or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State and the County, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.



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Awards, if any, will be made in conjunction with the Delaware Code, Subchapter 2, Chapter 69, Title 29, and the New Castle County Code.

Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals, and will not be subject to discrimination on the basis of race, color, nation origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

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GENERAL INFORMATION

Purpose: New Castle County (“County”) is seeking competitive proposals for professional planning services to assist and develop the County’s 2050 Comprehensive Plan (replacing the 2012 Plan Update, dated July 1, 2012-June 30, 2022). The qualified professional/team will assist the County staff in performing a variety of planning functions and developing products for the 2050 New Castle County Comprehensive Plan.

The County will retain the services of a planning consultant/team to conduct the above noted work in addition to meeting all the requirements in **9 Delaware Code**, Ch. 26. The County is seeking proposals that, at a minimum, address the required Comprehensive Plan items and elements, and that clearly establish the County future vision and guide growth and development through a 30-year planning horizon. Further, the County is looking for proposals that will produce an enhanced Comprehensive Plan in terms of its clarity, functionality, and effectiveness toward achieving a community-driven vision and goals for smart and sustainable growth, placemaking, vibrant communities, economic development, with focus on job creation and a healthy environment.

The plan will be developed addressing the following minimum/elements:

1. Population
2. Future Land Use
3. Housing
4. Community Design
5. Historic Preservation
6. Community Area Master Plan (New Castle County Optional element) *
7. Conservation - Resource Protection and Preservation
8. Recreation and Open Space
9. Mobility –Transportation
10. Water and Sewer
11. Economic Development
12. Capital Improvements
13. Intergovernmental Coordination
14. Appendices to Plan: Supporting Analysis and Public Participation

*Community Area Master Plan Element will consist of essential components of each Community Master Plan finalized for implementation and adopted as part of this Comprehensive Plan. The current draft includes subsections for recently completed Master plans for North Claymont and Route 9, and will be proposed for amendment to incorporate additional Community Area Master Plans as they are finalized (Concord Pike/202 and Southern New Castle County Master Plans are currently in process).



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Background:

New Castle County is home to over half of the State of Delaware's population and attracts thousands of people from the Mid-Atlantic region to live, work, and play. Cities and towns, aging and maturing suburbs, sprawling exurban growth, and rural landscapes make up this diverse county. The northern part of the County is a suburb to the Philadelphia Region in many ways, and the southern part of the County is mostly rural or growing low density residential development. Development of the plan should be cognizant of these issues, as well as, the need to coordinate with the County's municipalities.

To realize a vibrant future countywide, a proactive, innovative, and collaborative approach to growth and change will be utilized to develop New Castle County's 2050 Comprehensive plan. This Plan should be easily understood and built on public participation and support. The Plan and approach will focus on reinvestment in existing communities; creation of new neighborhoods that are attractive and livable for people with different needs and preferences; facilitation of business opportunity in locations to complement existing communities and stimulate the economy; preservation of natural, historical, recreational, and agricultural resources for today's residents, as well as, future generations; and preparation for broader forces of change, such as new technology, demographics, and climate change.

New Castle County Comprehensive Plan annual reports as well as several focused local planning studies/plans will provide a basis for the assessment of existing conditions, which will provide background and ultimately be part of the appendix of the 2050 Comprehensive Plan. See NCC @ 2050 for more : https://www.nccde.org/DocumentCenter/View/30501/NCC-at-2050_FINAL?bidId=

Leading up to the development of the 2050 Comprehensive Plan, New Castle County has been working hard to foster a more proactive approach to land use, infrastructure, responsible growth and preservation, and other development-related decision making, including development of sub-area plans and updated land development code and policy. Through this comprehensive plan process, the County will continue its progress to achieve better planning and better implementation outcomes. Areas of emphasis include:

- Engaging a greater diversity of the public/stakeholders (including age, race/ethnicity, organizational representation, etc.) throughout the planning process and into implementation;
- Developing and integrating metrics to better gauge progress; and
- Creating and formatting the plan for clarity, functionality, and adaptability.



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Outreach and community engagement are important to development of the 2050 Comprehensive Plan. A range of activities are anticipated/desired as part of the process with County staff available to support (tools already developed are noted by asterisk*): a Comprehensive Plan Story Map as part of interactive website, online “Growing Better Places” game tool*, in person “Growing Better Places” board game*, photo contest, song/video, community event outreach, surveys, Youth Planning Board. Other suggestions for engagement/communications strategies are encouraged.

Additionally, the process will include an Expert Panel/Speaker Series, fiscal analysis-education and topic-based community focus meetings organized around issues identified through the expert panel and staff steering committee.

New Castle County Planning Board input, coordination and participation will be encouraged and emphasized through briefings and activities as part of their regular monthly business meetings, timed/coordinated to correspond with input activities in the process.

The development of the 2050 Comprehensive Plan will be led by the county, coordinated through a Staff level Steering Committee.

Planning Assistance provided by the Consultant/team will include staffing/coordination for the Staff Steering Committee, the Expert Panel/Speaker Series Committee and all public workshops/focus meetings to gain input on the various elements of the Plan, including summary synopses of meeting input for review and continued coordination. The Consultant/team will be drafting and producing the 2050 Comprehensive Plan in coordination with and under direction of the Department of Land Use based on input and some direct involvement of members of the Staff Steering Committee. The Consultant/team will also contribute recommended achievable Comprehensive Plan metrics and analysis methods that become the basis for the goals, objectives and strategies.

At the request and direction of the County, the Consultant/team will likely coordinate with other firms assisting the County on specific specialized tasks/activities for the 2050 Comprehensive Plan.

SCOPE OF WORK

The proposal should address and break out the cost of services for the following primary activities/work products:

1. Coordinate and staff the Staff Comprehensive Plan Steering Committee.



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2. Coordinate and staff the Expert Panel/Speaker Series and all 2050 Comprehensive Plan public workshops/focus meetings.
3. Draft and production of the 2050 Comprehensive Plan with the Dept of Land Use and input from the Advisory Committee.
 - a. Work with Land Use staff utilizing Comprehensive Plan annual reports, local planning studies/plans and completed/existing research to provide the assessment of existing conditions and recommendations for achievable metrics for measurable goals, best practices, objectives, and strategies;
 - b. Compile synopses/summary of public meeting as part of plan development;
 - c. Provide recommendations to County staff, Staff Steering Committee, Planning Board and officials of these findings;
 - d. Provide and develop goals and objectives and strategies for the 2050 Plan;
 - e. Coordinate, draft and produce the 2050 Plan including any enhanced online medium/interface identified through the process and response to this RFP.
4. As needed, coordination with the Department of Land Use, in support of the community outreach and communications plan for the 2050 Comprehensive Plan.
5. Upon coordination and consultation with County officials, assist in the adoption of the 2050 Plan.

DELIVERABLES SCHEDULE

New Castle County anticipates the contract to be awarded in early spring 2020. The following is the schedule of deliverables:

Staff Comprehensive Plan Steering Committee:	Spring 2020 – June 2022
Expert Panel Topic/Speaker Series Committee:	Spring 2020 - September 2021
Public Workshops:	Fall 2020 – June 2021
County Council Introduction and Council adoption:	September 2021- June 2022
Gov Certification:	Mid- year 2022



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EVALUATION AND SELECTION PROCESS

Based on the criteria established pursuant to the *New Castle County Code*, an evaluation committee will be selected to read, screen, and rank in writing all proposals. The New Castle County Chief of Technology and Administrative Services may request a presentation from the highest ranked interested parties. Presentations may result in a change of rank. The New Castle County Chief of Technology and Administrative Services and requesting agency shall have the right to negotiate with individual offerors after their proposals are ranked. The Chief of Technology and Administrative Services shall establish procedures and schedules for conducting negotiations. Disclosure of an offeror's price(s) to another and any information derived from competing proposals is prohibited. The Chief of Technology and Administrative Services shall issue a written request for best and final offer. The request shall set forth the date, time and place for the submission of best and final offer.

At any point in the negotiation process, the Chief of Technology and Administrative Services and the requesting agency may, at his or her discretion, terminate negotiations with any and all offerors.

Submitted proposals will be evaluated on the following criteria. A weighted average formula will be utilized.



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EVALUATION CRITERIA

Experience and Reputation	(0-30)
<ul style="list-style-type: none">• Experience and performance in providing Comprehensive Plans (clarity, functionality and effectiveness toward achieving a community-driven vision and goals)	
Expertise and Educational Background	(0-15)
Capacity to perform services listed herein	(0-15)
Familiarity with government contracts and public work, its requirements and procedures, especially in New Castle County and the State of Delaware	(0-5)
Distribution of Work among firms	(0-5)
List any active projects with New Castle County	
<ul style="list-style-type: none">• List any completed projects in the past twelve (12) months	
Location of Firm	(0-10)
Cost Proposal	(0-20)

INSURANCE

Workers' Compensation & Employer's Liability Insurance

Vendor shall purchase and keep in force and effect workers' compensation insurance that will provide the applicable statutory benefits for all of the vendor's employees who may or do suffer covered injuries or diseases while involved in the performance of their work for the Vendor; and, even if permitted to do so by statute, Vendor shall not reject any workers' compensation insurance option that, in the absence of such a rejection, would be applicable to any of the said employees. The policy providing the workers' compensation insurance shall include: (1) broad form all-states coverage; (2) an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.



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Vendor shall purchase, and keep in force and effect, Employers' Liability insurance with minimum limits for each employee of \$1,000,000 for each bodily injury by accident, or occupational disease, and \$1,000,000 aggregate minimum limits for all bodily injuries by accidents and occupational diseases within the coverage period, regardless of the number of employees who may sustain bodily injuries by accident or occupational disease.

Automobile and General Liability Insurance

Vendor shall purchase: (1) motor vehicle liability coverage, for owned, hired and non-owned vehicles, covering any and all claims for bodily injury and property damage that arise out of Vendor's performance of work for New Castle County, (2) comprehensive Commercial General Liability (CGL) insurance with limits of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The CGL policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by Vendor, with defense provided in addition to and separate from policy limits for indemnities of the named insured, (b) coverage for Independent Contractor Liability providing coverage in connection with such portion of the Services being subcontracted prior to any of the Services being subcontracted, in accordance with the terms and conditions of this Agreement, (c) coverage for Broad Form Property Damage Liability, (d) coverage for Personal Injury and Advertisers Liability, (e) products and completed operations.

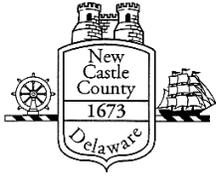
(X) Professional Liability Insurance (applicable if checked)

Each vendor of professional services for whom this provision is applicable shall provide professional liability insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

All insurance required under this contract except workers' compensation, employer's liability, and professional liability (if applicable) shall be provided on a policy(s) that specifically names New Castle County, its officials and employees as additional insured.

Each policy shall provide an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Each policy shall be endorsed to require the insurer to give New Castle County at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer. Each policy shall be written by a



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carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an "A" rating from the A.M. Best Agency with "Stable" outlook.

Any change in this rating or outlook must be related to New Castle County by the Vendor or insurance carrier as soon as possible upon learning of same; and the Vendor shall use due diligence with its insurance broker or carrier to keep track of same.

All insurance required under this contract except workers' compensation, employer's liability and professional liability shall expressly provide that such insurance shall be primary insurance; and any similar insurance in the name of Vendor shall be excess and non-contributing.

Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.

ADDITIONS

New Castle County may require other related services not specifically listed.

INDEMNITY

Vendor shall indemnify, defend, and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss of damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of New Castle County.

FUNDING OUT

The continuation of this contract is contingent upon funding appropriated by County Council.

STATE OF DELAWARE BUSINESS LICENSE

Within seven (7) days from receiving a notice of award, the successful vendor shall either furnish the County with proof of a Delaware Business License or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, PO Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to (302) 577-8200.



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CONTRACT ACCESSIBILITY

This contract shall be accessible to State agencies, political subdivisions, school districts, and volunteer fire companies.

CONFIDENTIALITY

All documents submitted as part of the vendor's bid/proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than New Castle County's Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

New Castle County is a public agency and is subject to the Freedom of Information Act (FOIA). Firms must designate those items that are considered "trade secrets" as defined in the Delaware State Code Title 29, Chapter 100. Vendor(s) are advised that once a proposal/bid is received by NCCo and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except those proprietary items marked as "trade secrets".

SUPPLIER DIVERSITY

New Castle County encourages supplier diversity among firms. Please provide information on your firm's effort to encourage supplier diversity in your workforce and in the selection of subcontractors when permitted.

DELAWARE LABOR

New Castle County encourages the use of Delaware Labor. Please specify the office location(s) and percentage of the primary and sub-consultant (if applicable) that will be provided by each office.



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NON-COLLUSION STATEMENT

By signing below the Vendor certifies they have neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a subcontractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation.

SIGNATURE PAGE

Name of Company

Address

Telephone No.

Fax No.

Signature

Federal Tax I.D. No.

Printed Name

Email (REQUIRED)

Date



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NEW CASTLE COUNTY, DELAWARE
PROCUREMENT AFFIDAVIT

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____, I am duly authorized to represent and bind (business) _____, (the "Business"), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: _____

By: _____

Name:

Title: _____

(Authorized Representative and Affiant)