

TOWN OF DENTON
REQUEST FOR PROPOSAL
TOWN PLANNER CONSULTANT

The Town of Denton is soliciting proposals for a Town Planner Consultant to assist with the Town's planning needs.

The scope of work, additional details, and instructions for submitting a proposal can be found in the RFP Package posted on the Town website at www.dentonmaryland.com or by calling 410-479-2050.

Proposals must be submitted to the Town of Denton, at 4 N. Second St., Denton, MD, no later than 10:00 AM on Friday, July 19, 2019, at which time they will be opened. No proposals will be accepted electronically.

TOWN OF DENTON
REQUEST FOR PROPOSAL
TOWN PLANNER CONSULTANT

I. NATURE OF SERVICES REQUIRED

A. General

The Denton Town Council is soliciting the services for a Town Planner to assist the Town Administrator and Planning Staff in advisory capacities.

B. Scope of Work to be Performed

The Town desires the Town Planner Consultant to advise the Town Administrator, Planning Staff, Planning Commission, Board of Appeals, and Historic and Architectural Review Commission on planning and zoning matters. The Town Planner shall also be responsible for attending public meetings as necessary, launching the update to the 2010 Comprehensive Plan, develop standardized development agreements, draft ordinances and resolutions, and provide support for the GIS system.

C. Planner Qualifications

To meet the education requirements of this request for proposal, the planner shall have a Bachelor's degree from an accredited college or university in the field of Urban Planning or a closely related subject; have American Institute of Certified Planners (AICP) Accreditation; working knowledge of GIS; and knowledge of Maryland Land Use Laws.

D. Term

The proposal for planner services will be for the fiscal year beginning July 1, 2019 and ending June 30, 2020. The Town may request to extend this agreement for each succeeding fiscal year following satisfactory delivery of services specified in the contract.

II. Review and/or Planning and Zoning Document Preparation

- A. 2010 Comprehensive Plan update
- B. Planning and Zoning Development Reviews
- C. Planning Commission Agenda & Minutes
- D. Board of Appeals Agenda & Minutes
- E. Historic and Architectural Review Commission Agenda & Minutes
- F. Interpretation and Development of Ordinances
- G. Interpretation and Development of Resolutions

- H. Standardize Public Works Agreement
- I. Standardize Stormwater Management Agreement
- J. Standardize Home Owners Association Agreement
- K. Develop GIS Maps
- L. Interpretation of Maryland Land Use Laws

III. ADDITIONAL INFORMATION

- A. The Town Administrator shall be the point of contact for this request for proposal.

Donald Mulrine, Jr., Town Administrator
Town of Denton
4 N. Second Street
Denton, MD 21629
410-479-2050
dmulrine@dentonmaryland.com

- B. Questions, requests for additional information, or clarifications must be made in writing and submitted to the Town Administrator by July 8, 2019.

IV. SUBMITTAL INSTRUCTIONS

- A. The proposal must be submitted in a sealed envelope marked RFP PLANNER CONSULTANT SERVICES PROPOSAL by 10:00 AM on Friday, July 19, 2019. The proposal shall include a dated transmittal letter with the name, address, email, and phone number of the contact person. Use the mailing address listed in Section III for submission. No proposal may be submitted electronically. Late proposals will not be accepted.
- B. The proposal shall include the professional qualifications and experience of the firm.
- C. The proposal shall include a schedule of professional fees, expenses, and estimated hours for scope of work.
- D. Provide a minimum of 3 references for similar services rendered within the last 5 years. A contact name, title, phone number, and email address must be provided.