



REQUEST FOR PROPOSALS
for
Comprehensive Planning Services

Borough of Conshohocken
400 Fayette Street, Suite 200
Conshohocken, PA 19428
Phone: (610) 828-1092

Responses Due by: 4:00 PM, Monday, October 19, 2026

I. OVERVIEW

The Borough of Conshohocken is soliciting proposals from qualified firms to provide planning services for the preparation of an updated Comprehensive Plan. The Borough's original Comprehensive Plan was adopted in 2007, with an updated plan adopted in 2018. The selected consultant will be responsible for developing a revised plan that reflects current conditions, community priorities, and future planning goals. Proposal requirements are outlined herein.

II. PROPOSAL SUBMISSION REQUIREMENTS

Qualified applicants shall submit one (1) original copy in a sealed envelope and one (1) electronic copy via email or flash drive to:

Borough of Conshohocken
Attn: Stephanie Cecco, Borough Manager (c/o Brittany Rogers)
400 Fayette Street, Suite 200
Conshohocken, PA 19428
Email: scecco@conshohockenpa.gov (brogers@conshohockenpa.gov)

Proposals shall be stamped received no later than 4:00 PM on Monday, October 19, 2026

III. MANDATORY CONTENTS OF PROPOSAL

1. **Executive Summary:** Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the firm should be considered most qualified and be selected by the Borough to provide planning services resulting in a Comprehensive Plan satisfactory to the Borough Council that includes:
 - Serve as the lead professional consultant relating to land use planning, subdivision and land development, and zoning ordinance best practices;
 - Completing the Borough of Conshohocken Comprehensive Plan project and all elements prescribed in the Borough Comprehensive Plan Task Force Project Scope and Duties and timeline (attached);
 - Attend staff level meetings, Council meetings, Planning Commission and Task Force meetings as required.
2. **Contact Information:** Provide general information for the firm including: name, address, office telephone number, office fax number, and email address of the principal individual contact responsible for the RFP response.
3. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFP, demonstration of comparable services for other municipalities in Pennsylvania and Montgomery County, and any other information related to the firm's experience with municipal planning services.
4. **Understanding of the Scope of Work:** Provide the firm's understanding of the scope of work as described herein. Include a description of the firm's experience working with Pennsylvania municipalities and how that relates to the firm's ability to satisfy the scope of work.
5. **Fee Schedule:** Provide a schedule of fees including hourly rates for all personnel related to planning services, administrative, reimbursable expenses, and any other applicable fee information with a not-to-exceed cost for all services and rates for extras.
6. **Personnel:** Provide a list of personnel available to provide planning services and identify who the principal and lead planner for the project will be. Include designations for the primary representative and those who will provide support services. Include an up-to-date resume for all personnel. The personnel section of the proposal shall include an organizational chart.
7. **Sub-consultants:** List and provide qualifications for all sub-consultants proposed to provide services for certifications not available amongst personnel of the principal firm.

8. **References:** Provide at least five (5) references for Pennsylvania municipal clients for which the firm has provided planning services, specific to the development of Comprehensive Plans within the last five (5) and ten (10) years. Include contact names, titles, phone numbers and email addresses.

IV. MINIMUM QUALIFICATIONS

1. Demonstrate the ability to produce a Comprehensive Plan, in accordance with Article III of the Pennsylvania Municipalities Planning Code, that meets a Governing Body's goals and objectives
2. Demonstrate the ability to provide sufficient personnel to satisfy the projected time line.
3. Demonstrate the ability to work under the direction of the Borough Council and it's Task Force, the Borough Manager and relevant Borough staff. Consultant is expected to work autonomously while maintaining direct and daily with the Task Force Chair and Borough Manager.
4. Demonstrate the ability to provide a clear understanding of the Pennsylvania Municipalities Planning Code, including the Comprehensive Plan requirements set forth in Article III.

V. EQUIPMENT AND AVAILABILITY

1. The selected firm will be expected to possess or have access to all equipment necessary to fulfill the full scope of services related to producing a Comprehensive Plan desired by the Borough.

VI. INDEMNIFICATION

The selected firm shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the negligent acts or omissions perpetrated by employees of the firm.

VII. INSURANCE

Provide a description of the firm's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include, at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

VIII. QUESTIONS

Questions shall be directed to the Borough Manager, Stephanie Cecco by email at scecco@conshohockenpa.gov.

IX. SELECTION PROCESS

1. Proposals will be reviewed for completeness and responsiveness. Incomplete proposals, or those deemed non-responsive, will be rejected without further evaluation.
2. Evaluation of the proposals and qualifications will be based on the following:
 - a. The firm's history of providing services similar in scope to those described herein.
 - b. Qualifications of the firm's personnel including management, support staff, and the individual proposed to serve as the primary Borough representative.
 - c. The firm's general approach to providing the required services under this RFP.
 - d. The firm's ability to conform and adapt to the Borough's service needs as the Comprehensive Plan development progresses.
 - e. Costs: Fee schedule, charging policies, and total not-to-exceed cost.
3. Borough Council may, at its sole discretion, choose to interview some, or all, of the applicants prior to considering a selection. The need for interviews along with the date/time of same will be determined after the proposals have been received and reviewed.
4. The Borough will select the firm deemed most advantageous to the Borough considering all the factors listed herein including, but not driven exclusively by, cost.
5. The Borough anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is in the Borough's best interest to do so.
 - a. RFP Advertised – September 18, 2026
 - b. Proposal Due Date – October 19, 2026 - End of business day (4:00pm)
 - c. Administration Evaluation of Proposals
 - d. Council to review and consider RFP responses – November 4, 2026 (*tentative*)
 - e. Council to consider authorizing award of bid – November 18, 2026 (*tentative*)



BOROUGH OF CONSHOHOCKEN
Comprehensive Plan Task Force

SUMMARY

The Borough of Conshohocken Borough Council seeks to engage people who are willing, qualified and able to serve and volunteer their time on the Borough's next 10-year Comprehensive Plan. The Borough affirms its commitment to collaborative, participative, and open citizen engagement in the policy development process. The purpose of this advisory task force is to work in concert with the Borough Council in reviewing, assessing, and making recommendations regarding achieving sound planning and comprehensive community goals and objectives in accordance with the Pennsylvania Municipalities Planning Code

SECTION 1. Composition of The Comprehensive Plan Task Force

Section 1.1 The Comprehensive Plan Task Force hereinafter referred to, as "Task Force" shall consist of seven (7) members, whom the Borough council shall appoint. The Task Force shall include persons knowledgeable in fields related to planning, land use and the areas of interest for which they are appointed. The Task Force shall have at least two (2) members of Council, one of which will serve as the Chair of the Task Force. It is recommended that the Task Force include representation from the following community groups: the Borough Planning Commission; Borough Youth Athletic Associations; Borough's Senior Community; Borough's Business Community; and Borough's K - 12 Education Community.

Section 1.2 The Task Force shall work through the Office of the Borough Manager and utilize planning or other technical experts recognized as qualified to aid the Task Force.

Section 1.3 The Task Force shall be created with appointments by the Borough Council to begin its work no later than March 2027. The Task Force shall have its final report and recommended comprehensive plan to Borough Council by April 2028.

Section 1.4 Disclosure and Conflict of Interest: Notwithstanding any provision of law, no task force member shall vote or participate in a determination of any matter in which the task force member shall receive a special private gain.

SECTION 2. Scope and Duties

Section 2.1 The Task Force shall work with the Borough Council and Administration to develop a plan to recommend to the Borough Council that is in accordance with and compliance with the Article III - Comprehensive Plan of the Pennsylvania Municipalities Planning code including but not limited to:

- The municipal or county comprehensive plan, consisting of maps, charts and textual matter, shall include, but need not be limited to, the following related basic elements:
- A statement of objectives of the municipality concerning its future development, including, but not limited to, the location, character and timing of future development, that may also serve as a statement of community development objectives as provided in section 606.
- A plan for land use, which may include provisions for the amount, intensity, character and timing of land use proposed for residence, industry, business, agriculture, major traffic and transit facilities, utilities, community facilities, public grounds, parks and recreation, preservation of prime agricultural lands, flood plains and other areas of special hazards and other similar uses.
- A plan to meet the housing needs of present residents and of those individuals and families anticipated to reside in the municipality, which may include conservation of presently sound housing, rehabilitation of housing in declining neighborhoods and the accommodation of expected new housing in different dwelling types and at appropriate densities for households of all income levels.
- A plan for movement of people and goods, which may include expressways, highways, local street systems, parking facilities, pedestrian and bikeway systems, public transit routes, terminals, airfields, port facilities, railroad facilities and other similar facilities or uses.
- A plan for community facilities and utilities, which may include public and private education, recreation, municipal buildings, fire and police stations, libraries, hospitals, water supply and distribution, sewerage and waste treatment, solid waste management, storm drainage, and flood plain management, utility corridors and associated facilities, and other similar facilities or uses.
- A statement of the interrelationships among the various plan components, which may include an estimate of the environmental, energy conservation, fiscal, economic development and social consequences on the municipality.
- A discussion of short- and long-range plan implementation strategies, which may include implications for capital improvements programming, new or updated development regulations, and identification of public funds potentially available.

- A plan for the protection of natural and historic resources to the extent not preempted by federal or state law. This clause includes, but is not limited to, wetlands and aquifer recharge zones, woodlands, steep slopes, prime agricultural land, flood plains, unique natural areas and historic sites. The plan shall be consistent with and may not exceed those requirements imposed under applicable law.

Section 2.2 The Task Force shall conduct its work in such a manner as to advise the Borough Council and submit periodic reports as requested by the Borough Council through the Borough Manager, in accordance with timelines prescribed by the Borough Council.

SECTION 3. Meetings

Section 3.1 Meetings of the task shall be in accordance with the following:

(a) The Task Force shall meet monthly or as necessary per applicable work loads. Meetings may be held in-person or virtually.

(b) The Task force shall meet at such time and places as is practical, with the Borough Hall being the primary location for public meetings. The Planning consultant or Borough manager or her designee shall give notice of such meeting by email, or such other means, to each member at least five (5) days prior to the time affixed for such meeting.

(c) Minutes are to be kept of all open meetings, including:

- The date, time and place of the meeting
- The names of members present
- The substance of all actions taken
- The names of all citizens who appeared officially and the subject of their comments.

(d) Active member attendance at Committee meetings is a member responsibility. In the event of absence for three consecutive meetings, the Chair of the Task Force shall notify the member to discuss the situation and notify the Borough Council of the member's attendance record and its negative impact on the work of the Task Force. Borough Council has the authority to remove and replace a Task Force Member.

SECTION 4. Quorum and Agenda

Section 4.1 Four of the seven (7) member Task Force shall constitute a quorum. A quorum must be present in order to conduct the business of the task force.

Section 4.2 The Planning Consultant shall prepare an agenda for each meeting of the task force. Copies of the agenda shall be distributed at least twenty-four (24) hours before the meeting. The Planning Consultant will also be responsible for generating meeting minutes for each meeting of the Task Force.

SECTION 5. Term

Section 5.1 The Comprehensive plan task force members shall serve without compensation until April 2028 or timeframe as designate by Borough Council.