



EAST GOSHEN TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

REQUEST FOR PROPOSAL

for the **Comprehensive Plan**

QUALIFIED FIRMS AND CONSULTANTS
ARE INVITED TO SUBMIT A PROPOSAL

SUBMIT BY: FRIDAY, OCTOBER 23, 2026



REQUEST FOR PROPOSALS

The Board of Supervisors of East Goshen Township, Chester County, Pennsylvania, is soliciting proposals from qualified professional planning consulting firms to prepare a Comprehensive Plan in accordance with the Pennsylvania Municipalities Planning Code (Act 247), as amended.

The Township seeks a consultant with demonstrated experience in municipal comprehensive planning, public engagement, GIS analysis, implementation planning, zoning and subdivision ordinance development, economic development, transportation planning, environmental planning, and grant-funded municipal projects.

The selected consultant will work closely with the Township Board of Supervisors, Planning Commission, Township staff, County Planning Commission, neighboring municipalities, public agencies, and residents throughout the planning process.

I. EAST GOSHEN COMMUNITY PROFILE

- Established: 1817
- 2nd Class Township
- 10.1 square miles in area
- 18,410 residents
- Approximately 8,603 households
- Major employers: DePuy Synthes, Communications Test Design Inc. (CTDI), Acero Precision. ZEKS Compressed Air Solutions
- Existing land use characteristics
- Major transportation corridors
- West Chester Area School District
- Predominantly built-out suburban community with a strong residential base, substantial open space/recreation areas, and concentrated commercial and employment corridors.
- Last Comprehensive Plan Update: 2015
- Please see *Appendix A* for Zoning Map and breakdown

II. PROJECT PURPOSE

The Township desires to prepare a Comprehensive Plan that:

- Satisfies all applicable provisions of Article III of the Pennsylvania Municipalities Planning Code.
- Reflects current demographic, economic, and development trends.
- Provides a realistic ten-year vision for responsible growth.
- Coordinates municipal policies with county, regional, and state planning initiatives.
- Provides the policy foundation for possible future amendments to the Township Zoning Ordinance, Subdivision and Land Development Ordinance (SALDO), Official Map (if applicable), Capital Improvements Program, and other municipal regulations.
- Establishes measurable implementation priorities, including estimated budgeted requirements for implementation.
- Identifies funding opportunities for implementation.

The Township intends that the Comprehensive Plan become the principal long-range policy document guiding future municipal decision-making.

III. PROJECT OBJECTIVES

The consultant shall prepare a Comprehensive Plan that:

- Is data driven.
- Is graphically engaging.
- Is legally defensible.
- Reflects extensive public participation.
- Includes realistic implementation strategies.
- Is suitable for digital publication.
- Includes GIS mapping compatible with Township systems.
- Can support future grant applications.

IV. SCOPE OF SERVICES

The consultant shall provide all professional services necessary to complete the Comprehensive Plan.

The following tasks represent the minimum required scope.

Task 1 – Project Administration

The consultant shall:

- Conduct project kickoff meeting.
- Attend and lead meetings of a specially appointed *Comprehensive Plan Steering Committee*.
- Develop a detailed work program.
- Prepare project schedule.
- Coordinate with Township staff.
- Coordinate with the Planning Commission.
- Attend meetings of the Board of Supervisors as needed.
- Prepare meeting summaries.
- Submit monthly progress reports.
- Maintain project budget.

Deliverables:

- Project Management Plan
 - Monthly Progress Reports
 - Updated Schedule
-

Task 2 – Existing Conditions Assessment

Prepare a comprehensive analysis of existing conditions including:

Demographics

- Population trends

- Household characteristics
- Age distribution
- Income
- Educational attainment
- Labor force

Housing

- Housing inventory
- Housing age
- Occupancy
- Housing affordability
- Future housing demand
- Senior housing
- Workforce housing

Land Use

- Existing land use inventory
- Development patterns
- Redevelopment opportunities
- Vacant lands
- Agricultural lands
- Institutional uses

Economy

- Employment sectors
- Commercial development
- Industrial development
- Business climate
- Fiscal trends related to revenue and expenses

- Tax base

Transportation

- Roadway hierarchy
- Functional classifications
- Traffic volumes
- Crash analysis
- Freight movement
- Bicycle facilities
- Sidewalk network
- Transit availability
- ADA considerations

Public Infrastructure

- Water systems
- Sewer systems
- Stormwater facilities
- Broadband availability
- Electric and natural gas infrastructure

Community Facilities

- Municipal buildings
- Emergency services
- Schools
- Libraries
- Parks
- Recreation facilities
- Healthcare facilities
- Analyzing proximity and access to township facilities and services per precinct

Environmental Resources

- Floodplains
- Wetlands
- Riparian buffers
- Woodlands
- Steep slopes
- Prime farmland
- Geology
- Groundwater resources
- Climate resiliency considerations

Historic and Cultural Resources

- Historic buildings
- Historic districts
- Archaeological resources
- Scenic resources

Task 3 – Public Participation Program

The Township places significant emphasis on public engagement.

The consultant shall prepare a Public Participation Plan that includes:

- Stakeholder interviews
- Steering Committee meetings
- Planning Commission workshops
- Board of Supervisors work sessions
- Public visioning workshop
- Community survey
- Online engagement platform

- Interactive mapping
- Youth and working community members engagement
- Business outreach
- Agricultural stakeholder outreach
- Open House
- Public hearing support

The consultant shall document all public comments and describe how comments influenced the Plan.

Task 4 – Vision, Goals and Policies

Develop:

- Vision Statement
 - Decision-making Principles
 - Planning Goals
 - Objectives
 - Action Strategies
-

Task 5 – Future Land Use Plan

Develop a Future Land Use Plan including:

- Future Land Use Map
- Growth Areas
- Preservation Areas
- Redevelopment Areas
- Mixed-use opportunities
- Economic Development Areas
- Village Centers (if applicable)

- Agricultural Preservation Areas
- Conservation Areas

The Future Land Use Plan shall be coordinated with existing zoning and identify recommended changes.

Task 6 – Functional Plan Elements

Prepare recommendations addressing:

- Housing
- Transportation
- Economic Development
- Agriculture
- Natural Resources
- Historic Preservation
- Parks
- Recreation
- Open Space
- Utilities
- Community Facilities
- Public Safety
- Energy
- Sustainability
- Climate Resilience
- Hazard Mitigation
- Regional Cooperation

Task 7 – Implementation Strategy

The Implementation Program shall be one of the principal deliverables.

It shall include:

Implementation Matrix

Each recommendation shall identify:

- Priority
- Responsible Party
- Estimated Cost
- Potential Funding Sources
- Timeframe
- Performance Measure

Recommended Ordinance Updates

- Zoning
- SALDO
- Stormwater
- Official Map
- Other development regulations

Capital Improvement Recommendations

Grant Opportunities

Potential partnerships

Administrative recommendations

Task 8 – Adoption

Provide support for:

- Planning Commission review
- County Planning Commission review
- Public hearing

- Board adoption meeting
-

V. GIS REQUIREMENTS

All GIS mapping shall be prepared using current Pennsylvania State Plane Coordinate System.

Deliverables shall include:

- Geodatabase
- Shapefiles
- Metadata
- PDF maps
- High-resolution graphics

All GIS products shall become property of the Township.

VI. DELIVERABLES

The consultant shall provide:

- Existing Conditions Report
- Public Participation Summary
- Existing Land Use Map
- Future Land Use Map
- Draft Comprehensive Plan
- Final Comprehensive Plan
- Executive Summary
- Implementation Matrix
- GIS Database
- Digital files (Word, Excel, PDF, GIS)

Printed copies:

Five draft copies

Ten final bound copies

Electronic copies:

PDF

Word

Excel

GIS

VII. PROPOSAL REQUIREMENTS

Interested firms shall submit:

A. Cover Letter

B. Firm Qualifications

History

Office locations

Pennsylvania municipal planning experience

Professional registrations

Areas of expertise

C. Project Team

Include:

Project Manager

Principal Planner

Public Engagement Lead

GIS Manager

Transportation Planner

Environmental Planner

Economic Development Specialist

Graphic Designer

Administrative Support

Include resumes.

D. Relevant Experience

Provide no fewer than five comparable Comprehensive Plans completed within the last ten years.

Include:

Municipality

Population

Project Cost

Funding Source

Completion Date

Client Contact

E. Technical Approach

Describe:

Project understanding

Work plan

Public engagement strategy

Schedule

Quality control

Innovative planning techniques

F. Cost Proposal

Provide:

Total lump sum

Task-by-task costs

Hourly rates

Reimbursable expenses

Optional services

Subconsultant costs

G. References

Provide at least five municipal references.

VIII. CONSULTANT SELECTION

A Selection Committee may interview the highest-ranked firms.

Selection may include:

Initial Proposal Review

Reference Checks

Interviews

Fee Negotiations

Recommendation to the Board

The Township reserves the right to negotiate modifications to the proposed scope prior to award.

IX. EVALUATION CRITERIA

Evaluation Criteria	Maximum Points
Demonstrated municipal planning experience	20
Pennsylvania Comprehensive Plan experience	15

Evaluation Criteria	Maximum Points
Qualifications of Project Manager	10
Qualifications of Project Team	10
Public Engagement Approach	15
Technical Approach	15
Project Schedule	5
References	5
Understanding of Township Issues	10
Cost Proposal	10
Maximum Score: 115 Points	

X. INSURANCE

The successful consultant shall maintain:

Commercial General Liability

\$1,000,000 Each Occurrence

\$2,000,000 Aggregate

Professional Liability

\$1,000,000 Minimum

Workers Compensation

Statutory Limits

Automobile Liability

\$1,000,000 Combined Single Limit

Certificates of Insurance naming the Township as an additional insured, where applicable, shall be submitted prior to contract execution.

XI. CONTRACT REQUIREMENTS

The selected consultant shall execute the Township's Professional Services Agreement.

The agreement shall include provisions regarding:

Indemnification

Ownership of work products

Standard of care

Schedule

Compensation

Termination for convenience

Termination for cause

Record retention

Dispute resolution

Compliance with Pennsylvania law

XII. FEDERAL AND STATE REQUIREMENTS

If federal or state grant funding is utilized, the consultant shall comply with all applicable requirements, including but not limited to:

- Uniform Guidance (2 CFR Part 200), where applicable.
- Pennsylvania Prevailing Wage Act, if applicable.
- Pennsylvania Right-to-Know Law.
- Pennsylvania Municipal Records requirements.
- Americans with Disabilities Act.
- Civil Rights Act of 1964.
- Equal Employment Opportunity requirements.
- Nondiscrimination provisions.
- Debarment and suspension certification, if required by the funding source.

- Lobbying certification, if applicable.
- Iran Free Procurement Act Certification.
- Public Official and Employee Ethics Act.
- Pennsylvania Steel Products Procurement Act, where applicable.
- Commonwealth Contractor Responsibility Program requirements, if required by the funding agreement.

The consultant shall assist the Township in satisfying all grant reporting requirements associated with the planning project.

XIII. RIGHTS RESERVED

The Township reserves the right to:

- Reject any or all proposals.
- Waive technical defects or informalities.
- Request clarification of proposals.
- Conduct interviews.
- Negotiate modifications to the scope or fee.
- Award the contract in whole or in part.
- Cancel the solicitation at any time.
- Reissue the RFP.
- Award without interviews if deemed in the Township's best interest.

Receipt of proposals does not obligate the Township to award a contract or reimburse any costs incurred in preparing a proposal.

XIV. SUBMISSION

Proposals shall be received until:

Friday, October 23rd at 4:30 PM EST

Submit:

One (1) electronic PDF

Email Address: egtadmin@eastgoshen.org

Subject: East Goshen RFP Response

OR

One (1) sealed physical copy of the RFP can be dropped off or mailed to the township building labeled as follows:

**ATTN: Township Manager
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380**

Late proposals will not be considered.

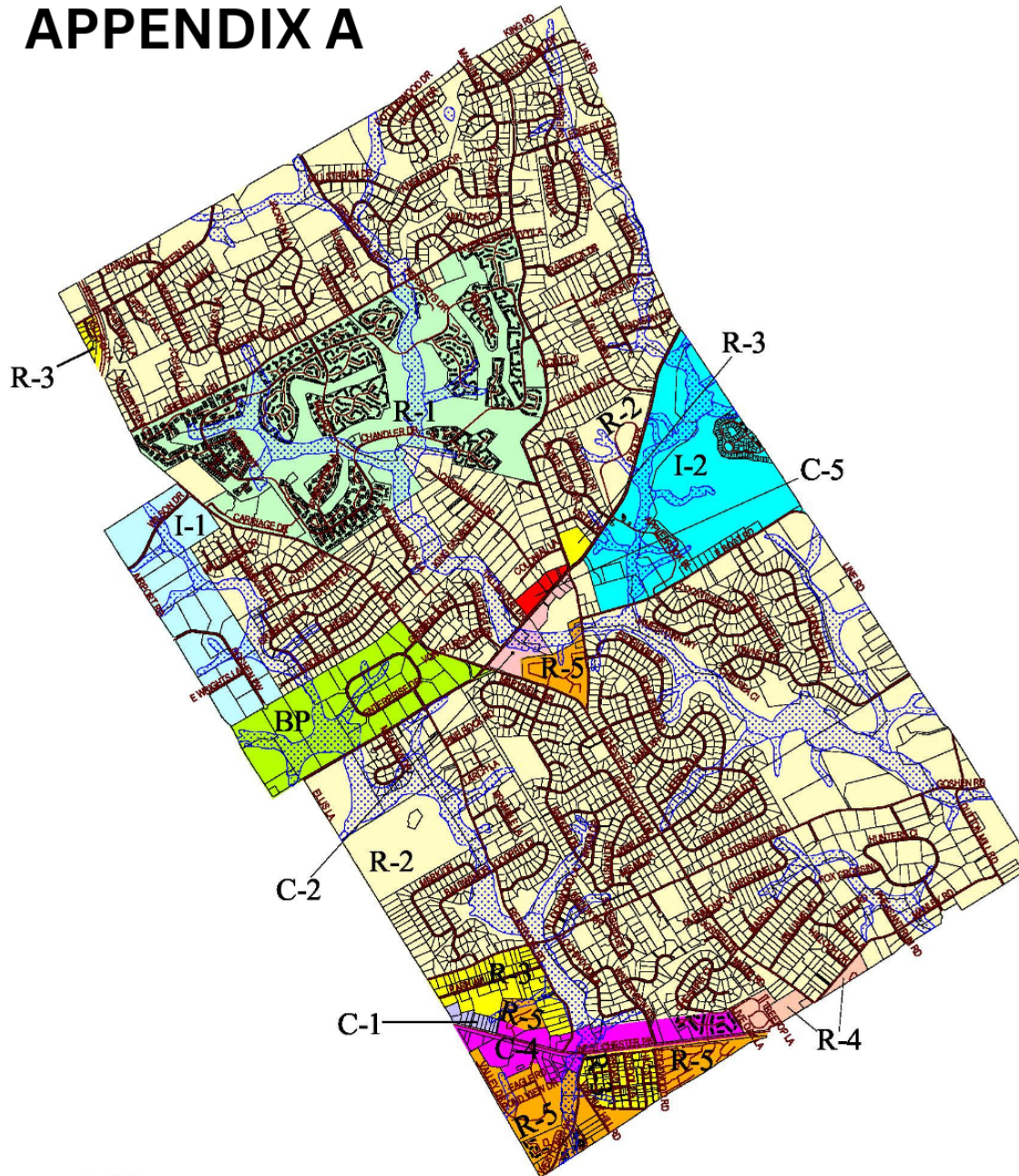
Questions concerning this Request for Proposals shall be submitted in email to egtadmin@eastgoshen.org with the Subject Line “RFP Question” no later than October 16th. Responses to substantive questions will be distributed to all known prospective proposers by addendum.





TOWNSHIP OFFICE
1580 PAOLI PIKE
WEST CHESTER, PA 19380

APPENDIX A



EAST GOSHEN TOWNSHIP

Municipal Zoning Map
Zoning Adopted: September 21, 2004
Map Created: April 1, 2005

East Goshen Zoning Districts

- BP - Business Park
- C-1 - Community Commercial
- C-2 - Local Convenience Commercial
- C-3 - Planned Highway Commercial
- C-4 - Commercial
- C-5 - Commercial
- I-1 - Light Industrial
- I-2 - Planned Business/Research/
Limited Industrial/Park/Residential
- R-1 - Low Density Open Space
Suburban Residential
- R-2 - Low Density Suburban Residential
- R-3 - Medium Density Suburban Residential
- R-4 - High Density Suburban Residential
- R-5 - Urban Residential
- Road Centerlines
- Parcel Boundaries
- Floodplains

IMPORTANT NOTICE:

The Official Zoning Map in the municipal building shall be the final authority regarding the current zoning status of land, buildings, and other structures.

NOTES: Not for engineering purposes.

Landbase Source: Planimetric features have been compiled to meet the National Map Accuracy Standard of 1:24,000 scale mapping using first order, fully analytical digital stereoplotters, from aerial photography dated March, 2000, controlled analytically from ground points captured using first order GPS equipment. Planimetric coordinates were based on the PA State Plane Coordinate System South Zone and North American Datum 1983.

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