



THE COUNTY OF CHESTER



COMMISSIONERS

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RONALD T. BAILEY, AICP
Executive Director

PLANNING COMMISSION

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(610) 344-6285 Fax: (610) 344-6515

March 16, 2015

Mandie Cantlin
Assistant Township Manager
East Bradford Township
666 Copeland School Road
West Chester, PA 19380

Dear Ms. Cantlin:

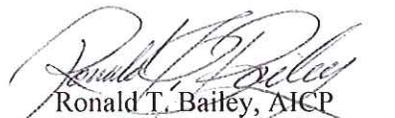
On behalf of the Chester County Planning Commission, I am pleased to inform you that your Vision Partnership Program grant application for the *East Bradford Comprehensive Plan Update* has been approved for funding in the amount of \$35,000.00.

Five (5) copies of the Vision Partnership Grant Contract are enclosed for review and signature by the Board of Supervisors and your consultant. Upon their signature, please return all five copies to this office to the attention of Susan Elks, Planning Services Division Director. Following signature by the County Commissioners, a fully executed copy of the agreement will be returned to you and your consultant for your files.

The Grant Agreement establishes a series of conditions to ensure that the final product meets the requirements of the Vision Partnership Program and complies with the principles of *Landscapes2*. Upon its signature by the Chester County Commissioners, work on the project may commence on the start date noted on the contract.

We look forward to working with you on this important planning project. Jeannine Speirs has been assigned as the contract monitor on this project. If you have any questions regarding the contract, please feel free to contact Susan Elks at 610-344-6285 or selks@chesco.org.

Sincerely,


Ronald T. Bailey, AICP
Executive Director

RTB/SSE/yg
Enclosure

cc: Vincent Pompo, Chairman, Board of Supervisors
Thomas Comitta, Thomas Comitta Associates, Inc.
Jeannine Speirs, Chester County Planning Commission

VISION PARTNERSHIP PROGRAM GRANT CONTRACT

Between the
TOWNSHIP OF EAST BRADFORD
THOMAS COMITTA ASSOCIATES, INC.
and the
COUNTY OF CHESTER

Contract No. _____

Contract Date
(to be completed by County)

PURPOSE

The purpose of the Vision Partnership Grant Program is to provide funding for municipal planning projects that support and implement the goals, objectives, and policies of *Landscapes2: The Chester County Comprehensive Policy Plan*.

TERMINOLOGY

For the purposes of this Contract, the term "Municipality" shall mean the East Bradford Township Board of Supervisors. The term "Consultant" shall mean Thomas Comitta Associates, Inc. The term "County" shall mean the Chester County Board of Commissioners. The term "County Planning Commission" shall mean Chester County Planning Commission staff, including the project monitor assigned to the Project. The term "Grant Manual" shall mean the *Vision Partnership Program – Municipal Grant Manual*, dated January 2014. Unless otherwise noted, citations throughout this Contract correspond to sections of the Grant Manual. The term "Project" shall mean the *East Bradford Township Comprehensive Plan Update*. The term "Contract" shall mean this Vision Partnership Program Grant Contract, including Appendix A - Standard Articles of Agreement, and Appendix B - Scope of Work which shall be attached and made part of this Contract.

GENERAL CONDITIONS

1. This Contract shall be between the Municipality, the Consultant, and the County for the completion of a planning program consisting of the Project.
2. All parties accept and are bound by the Standard Articles of Agreement, Appendix A, which is attached and made a part hereof.
3. The work program and final product shall be in accordance with the Scope of Work, Appendix B, dated February 10, 2015, which is attached and made a part hereof.
4. For this Project, the Lead Planner shall be Tom Comitta. If the Lead Planner changes during the term of this Contract, a lead planner meeting the qualifications of Section 4.2 of the Grant Manual shall be assigned to the Project as their replacement and approved by all parties.
5. The Project shall achieve consistency with the goals, objectives, and policies of *Landscapes2* identified in the grant application and the Scope of Work contained herein.

6. The Municipality shall adopt the final product in accordance with Section 7.4 of the Grant Manual and with the provisions of the Pennsylvania Municipalities Planning Code, Act 247, as amended.

FUNDING

1. The total cost of the Project is fifty thousand dollars (\$50,000.00), funded as follows:

A. Funds awarded by the County	\$35,000.00 (70%)
B. Funds provided by the Municipality	\$15,000.00 (30%)
C. TOTAL:	\$50,000.00 (100%)
2. Reimbursement to the Municipality by the County shall occur in a single payment upon the completion and satisfaction of all conditions of this Contract.
3. The Municipality understands that the reimbursement is to be made as set forth by this Contract and the Grant Manual (Section 9.0).
4. Any work undertaken by the Consultant prior to or after the effective dates of this Contract, identified in the *Term of Contract* section, below, shall not be eligible for funding under this Contract.

TERM OF CONTRACT

The Contract Term shall commence on April 1, 2015 and end on March 31, 2017. This Term shall include completion of the work program and adoption of the Project.

AMENDMENTS

1. This Contract may be amended only by written agreement of all parties.
2. This Contract may be amended for either revision to the scope of work or for an extension of the Contract Term when such amendment is in accordance with Section 7.6 of the Grant Manual.

TERMINATION

1. Any party to this Contract, upon written thirty (30) day notice, may terminate this Contract in accordance with Section 7.7 of the Grant Manual. When the Contract has been terminated prior to the completion of the Project as set forth in the Scope of Work (Appendix B), the County shall not be responsible for any grant reimbursement.
2. The County may terminate this Contract for noncompliance and deny grant reimbursement if the Municipality has not complied with the terms of this Contract (Section 9.4). Examples of noncompliance include, but are not limited to:
 - A. Failure to adopt or accept the final product, as applicable;
 - B. Adoption or acceptance of a product which is clearly inconsistent with the goals, objectives and policies of *Landscapes2*;
 - C. Failure to complete the Project within the Contract Term, including any approved time extensions as specified in Section 7.6.A.2 of the Grant Manual. Time extensions may not exceed two (2) years beyond the end date of the original contract as stated in Section 7.6.A.2.c of the Grant Manual; or

- D. Any other violation of this Contract or the provisions of the January 2014 Grant Manual. (Section 9.4)

PAYMENT AND COMPENSATION

1. The Municipality shall be responsible for payment to the Consultant for submitted invoices **after approval of the invoices by the County.**
2. The Consultant shall simultaneously submit a copy of each invoice to the Grant Administrator or Grant Monitor and the Municipality. The invoice shall include a listing of work tasks to be completed, percentage of work completed on each task, fee per task to date, fee for that billing cycle, and outstanding fee per task. (Section 7.2)
3. Invoices shall not be paid by the Municipality until after the County has approved the invoice for payment with the following exceptions:
 - A. Electronic Submission - If the County has not issued an approval for payment to the Municipality within ten (10) days of electronic receipt of the invoice.
 - B. Postal Submission - If the County has not issued an approval for payment to the Municipality within fifteen (15) days of the postmarked date of invoices submitted via United States Postal Service. (Section 7.2.B)
4. All parties shall agree to the retention of ten (10) percent of the total project fee until such time the final project, meeting the terms of the scope of work as determined through the final Vision Partnership Program (VPP) Review, has been provided to the satisfaction of the County and the Municipality. (Section 7.2.E)
5. The County shall reimburse the Municipality upon satisfying all conditions of this Contract and the submission of the Request for Reimbursement packet and all other provisions of Section 9.0.

ENDORSEMENTS

The undersigned parties approve and agree to the conditions of this Agreement:

DATE: _____

TOWNSHIP OF EAST BRADFORD

ATTEST:

By: _____

Chairman, Board of Supervisors

Municipal Secretary

Member

Member

DATE: _____

CONSULTANT: Thomas Comitta Associates, Inc.

Authorized Officer: _____

Print Name: _____

DATE: _____

COUNTY OF CHESTER

By: _____

Chairman, Chester County Board of Commissioners

ATTEST:

Commissioner

Chief Clerk

Commissioner

County Contract # _____

Appendix A

STANDARD ARTICLES OF AGREEMENT for the VISION PARTNERSHIP PROGRAM CHESTER COUNTY, PENNSYLVANIA

RESPONSIBILITIES OF PARTIES

MUNICIPAL RESPONSIBILITIES

The Municipality shall be responsible for the following items:

1. Work with the Consultant and the County Planning Commission to achieve consistency between the Scope of Work attached as Appendix B and the goals, objectives, and policies of *Landscapes2*.
2. Comply with applicable provisions of the *Vision Partnership Grant Manual - January 2014*.
3. Establish a Plan Update Task Force for the purpose of guiding the Project and appoint a chairperson to lead the work program. The County Grant Monitor shall be a non-voting member of the Task Force. (Section 7.1.B.1)
4. Attend the *Initial Briefing Meeting* held at the start of the work program, concurrent with the first task force meeting. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, municipal administration, elected officials, and the project consultant, are fully aware of the project scope, administrative procedures as outlined in the contract, and project benchmarks. (Section 7.1.C)
5. Arrange and schedule a time and place for all work sessions dedicated to the work program, independent from regularly scheduled municipal meetings.
6. Review, comment, and reach consensus on draft materials presented by the Consultant.
7. Respond to comments made by the County Planning Commission as the result of the on-going policy and technical reviews.
8. Provide advance notice of a minimum of one (1) week to the County Planning Commission of any changes to the schedule of work sessions.
9. Meet as necessary with the Consultant and the County Planning Commission for *Interim Briefing Meetings* to assess the progress of the work program and to address any issues that may arise during the term of the contract. (Section 7.1.D)
10. Abide by the provisions for contract amendments to the scope of work or project term as outlined in Section 7.6 of the Grant Manual, including those applicable to contract extensions and the maximum limits on such extensions.
11. Adopt or accept the final product, as applicable, in accordance with the provisions of this Contract and Section 7.4 of the Grant Manual. (Section 7.4)

12. Abide by the financial responsibilities in *Payment and Compensation*, herein, and with Section 7.2 of the Grant Manual.
13. Apply for reimbursement in accordance with Section 9.0 of the Grant Manual by submitting to the County Planning Commission, within ninety (90) days of adoption or acceptance of the Project, the *Request for Reimbursement* form and the corresponding documentation and project copies as outlined in Section 9.2 of the Grant Manual.
14. Agree to adhere to all federal, state, and municipal laws, codes, and requirements. The Municipality further agrees to indemnify, defend, and save harmless the County, its agents, officers and employees from any and all claims arising out of the performance of this Contract caused by an error, omission, intentional or negligent act for which the Municipality is legally responsible.

PLANNING CONSULTANT RESPONSIBILITIES

The Planning Consultant and Lead Planner shall be responsible for the following items:

1. Work with the Municipality and the County Planning Commission to achieve consistency between the Scope of Work attached as Appendix B and *Landscapes2*.
2. Comply with applicable provisions of the *Vision Partnership Grant Manual - January 2014*.
3. Attend the *Initial Briefing Meeting* held at the start of the work program, concurrent with the first task force meeting. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, municipal administration, elected officials, and the project consultant, are fully aware of the project scope, administrative procedures as outlined in the contract, and project benchmarks. (Section 7.1.C)
4. Complete the work tasks as outlined in Appendix B, Scope of Work. Inform Grant Monitor of any changes to the project schedule or proposed changes to the scope of work.
5. Submit draft materials to the Municipality and the Grant Monitor approximately one week prior to the scheduled work sessions at which they are to be discussed to provide adequate opportunity for review by Task Force members and the County prior to the meeting. (Section 7.1.B.4)
6. Attend scheduled Task Force work sessions, public meetings, and public hearings identified in Appendix B.
7. Meet as necessary with the Municipality and the County Planning Commission for *Interim Briefing Meetings* to assess the progress of the work program and to address any issues that may arise during the term of the contract. (Section 7.1.D)
8. Abide by the financial responsibilities in *Payment and Compensation*, herein, and with Section 7.2 of the Grant Manual.

COUNTY RESPONSIBILITIES

The County Planning Commission shall be responsible for the following items:

1. Work with the Municipality and the Consultant to achieve consistency between the Scope of Work attached as Appendix B and the goals, objectives, and policies of *Landscapes2*.
2. Comply with applicable provisions of the *Vision Partnership Grant Manual - January 2014*.
3. Attend and facilitate the *Initial Briefing Meeting* held at the start of the work program, concurrent with the first task force meeting. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, municipal administration, elected officials, and the project consultant, are fully aware of the project scope, administrative procedures as outlined in the contract, and project benchmarks. (Section 7.1.C)
4. Monitor the progress of the Scope of Work and project schedule, review agendas and draft materials provided by the Consultant, and attend work sessions as necessary to provide input on the progress of the work program. The Grant Monitor shall be a non-voting task force member. (Section 7.1.B)
5. During the course of the project, provide periodic updates and reminders to all parties concerning Vision Partnership Program (VPP) requirements and procedures. (Section 7.1.E)
6. Make available to the Consultant appropriate County Planning Commission staff to answer questions and provide information applicable to the grant program or Contract.
7. When the Municipality has, to the satisfaction of the County Planning Commission, completed and adopted or accepted the project, as applicable, (Sections 7.3 and 7.4), the County Planning Commission shall review the final grant reimbursement request and release appropriate funds (Sections 9.2 and 9.3).
8. Review and respond to any requests for amendments to the Contract Scope of Work or Contract Term (Section 7.6).
9. Abide by the financial responsibilities in Payment and Compensation, herein, and with Section 7.2 of the Grant Manual.

Appendix B
EAST BRADFORD TOWNSHIP
COMPREHENSIVE PLAN UPDATE
SCOPE OF WORK

Date: February 10, 2015

Thomas Comitta Associates (TCA) will update the 2004 East Bradford Township Comprehensive Plan. Tom Comitta will serve as the Lead Planner.

1.0 Project Tasks

1.1. Project Initiation

TCA will meet with the Task Force to provide an overview of the Scope, Planning Process, Schedule, and plan logistics.

1.2. Review relevant planning documents

The TCA team will:

- (1) Finalize a list of relevant planning documents early in the process, building on the 12 documents listed in the RFP.
- (2) Ensure that the final Comprehensive Plan is consistent with the specific plans as noted in the RFP.

Deliverables: Summary of relevant plans and studies with key findings.

1.3. Update demographic data, mapping, and inventories

The TCA team will:

- (1) Provide an update to basic demographic data (population, housing, and employment growth) based upon existing DVRPC and Census data.
- (2) Use existing data from the relevant planning documents, CCPC Community Profiles, etc. and existing mapping files from the Township, Brandywine Conservancy, and County to update maps and inventories, where needed. These maps include:

- Existing Zoning
- Future Land Use
- Transportation: Road Classification
- Transportation: Transit
- Trails, Bike Routes, and Brandywine Creek Greenway
- Historical, Cultural, and Scenic Features
- Brandywine Valley Scenic Byway
- Natural Resources, including floodplain, steep slopes, wetland, and wooded areas
- Parks, Recreation and Open Space

Deliverables: Relevant background maps and data for each of the four Goal Themes and the functional elements.

1.4 Liaison between West Chester Borough and East Bradford Township

Tom Comitta will act as a liaison between the Township and West Chester Borough to explore areas of mutual benefit and synergy, and “build bridges” to better coordination Further Revised Scope of Services between the two municipalities. A variety of options come to mind that will be more fully explored during the process, but could include:

- (1) A meeting between the WC Smart Growth Committee of Borough Council and Township representatives; or

(2) A meeting of the full Borough Council with EBT officials.

These tasks will be performed by Tom Comitta pro bono with assistance from the Team and can be further explored upon project initiation.

Deliverables: List of potential areas of cooperation; Agenda and summary for each joint meeting/outreach conducted; Draft Chapter with summary and background, vision for the future and implementation strategies.

1.5. Conduct an Online Survey

The Team will use an Online Survey to gauge Township residents, business owners and other stakeholders regarding their general vision for the Township, their thoughts on the four Goal Themes, and any concerns and issues regarding the functional elements. The survey will be delivered via an online survey tool and use email lists available from the Township. Additional links to the survey can be posted on the Township's website, posted in newsletters, added to a Facebook page, and/or other outlets that the project team develops with the Task Force and staff. We expect the Survey to be available online for a minimum of two weeks and maximum of one month.

Deliverables: Summary report of online survey and tabulated results for Comprehensive Plan Appendix.

1.6. Host a Mini-bus Tour (Pro bono).

The Team will facilitate a 2 hour mini-bus tour with the Task Force members, Planning Commission members, Board of Supervisors, and/or other key stakeholders. The purpose of the Bus Tour is to view the Goal Theme areas and begin a discussion of the values and priorities of the stakeholders present. We assume that the Township will be able to secure the bus from the West Chester Area School District.

1.7. Develop Strategies for each Goal Theme

(a) Brainstorm Strategies

The Team will meet with the Task Force to brainstorm implementation strategies for the Goal Themes. This brainstorming session is intended to emphasize creativity and explore all options that will require funding as well as those that would employ volunteers, sweat equity, donations, etc.

Deliverable: Meeting summary with comprehensive list of strategies for each Goal Theme.

(b) Conduct one (1) Focus Group Meeting on Township-wide Bike/Ped Issues

The Team will work with the Township to host a Focus Group concerning Bicycle and Pedestrian issues in the Township. Focus Group participants could be drawn from the many Township committees and advisory boards, including the Parks and Recreation Committee, Environmental Advisory Committee, the Green Subcommittee, and the Traffic Committee.

The many existing plans and studies on this topic provide a wealth of maps, data, objectives, and suggested strategies. The goal for the Comprehensive Plan will be to consolidate, evaluate, and prioritize these strategies with the Focus Group and Task Force and provide a definitive list of "next steps". The Team will work with the Focus Group to review and evaluate existing strategies and develop a draft list of priority strategies.

Deliverable: Meeting summary with preliminary priority strategies.

(c) Host a Community Workshop

The goals of the Community Workshop are twofold:

(1) To have an in-depth, guided discussion of the vision and strategies for the Route 322/Bradford Avenue/Lenape Road Corridor ("Corridor");

(2) To gather feedback on the draft bike/pedestrian strategies, Township Vision and Mission, and other functional elements of the Comprehensive Plan.

We propose a format that is part facilitated discussion and part “Open House” to better meet these dual goals. The Facilitated Discussion, led by Tom Comitta, would focus on the Corridor. First, the team will make a brief presentation of background data, online survey results, and “key findings” for the area. This would be followed by a mapping exercise for individual participants to determine areas most valued and those most in need of improvement along the Corridor. Through large group discussion, the participants will share their answers, as well as their suggestions for improvement. Next, the team will work with small break-out groups to discuss potential land use and transportation scenarios along the Corridor. A variety of maps, Google Earth aerial photos, post-it notes, markers, etc. would be provided at each table for participants to mark-up and provide comments. Finally, each table will present a brief summary of their discussion to the larger group.

The Open House aspect would be comprised of stand-alone, yet interactive stations that participants can view and comment on before, during, or after the facilitated discussion. These stations would be located around the perimeter of the meeting room and focus on a variety of topics, such as proposed bike/pedestrian priorities, a Township vision, housing, community services, parks, recreation and open space, and other functional element topics.

Deliverables: Maps, Graphics and Summary of Community Workshop stations and Corridor discussion.

1.8. Prioritize Strategies for each Goal Theme

(a) Conduct a Viability Analysis of Preferred Strategies for each Goal Theme.

Based upon the Community Workshop results, the Team will develop a comprehensive list of implementation strategies and analyze the options for preliminary feasibility, potential funding sources, the degree to which a strategy addresses a single Goal Theme or multiple Goal Themes, and other criteria.

This evaluation will incorporate an analysis of the potential energy impacts of individual strategies, so that the Task Force is aware of how strategies will affect sustainability goals.

This viability analysis will also include a one-page market commentary for any priority strategies that recommend changing the existing land use of a parcel to one that is not currently permitted per the existing Township Zoning Ordinance. (For example, if we were to recommend that a commercial center be rezoned to allow apartments, we would list market assumptions for the dramatic change of use. If we simply recommend one or more of the existing permitted, special exception, or conditional uses, then we would not produce a market commentary.)

The one-page market commentary would reflect discussions with local realtors and developers for data regarding occupancy/vacancy rates, rental/lease rates, and their general feel for the market of a particular product type.

If an in-depth market study is desired, TCA could partner with West Chester University’s Department of Geography and Planning to provide a Market Analysis Report as an Optional Task.

Deliverable: Tabular analysis of proposed strategies.

(b) Prioritize Strategies.

The Team will present the results of the Viability Analysis to the Task Force. The discussion will focus on developing a set of strategies that are of the “highest priority” and those of a secondary priority. It is anticipated that the priority strategies will be limited to no more than two (2) per Goal Theme and that the secondary priority strategies will be limited to no more than five (5) per Goal

Theme. As part of the final plan, the Team will provide ballpark cost estimates only for the primary (highest priority) strategies.

Deliverables: Draft Strategies for each Goal Theme; Ballpark cost estimates for primary strategies.

1.9. Develop Community Vision and Mission Statement

Develop a draft Community Vision and Mission Statement that is primarily written in nature, with supporting, illustrative graphics.

Deliverable: Draft Community Vision and Mission Statement

1.10. Update functional plan elements.

(1) Briefly analyze trends, data, and inventories created as part of Task 2 in order to highlight areas of opportunity or challenge specific to each functional element. Where functional elements have been addressed in the Priority Goal Theme Chapters, additional background will not be provided.

(2) The Team will provide a limited number of concise policy recommendations for the following functional elements, if not otherwise addressed in the Priority Goal Themes:

(a) *Land use*- Provide a Future Land Use Map, incorporating relevant recommendations from the Goal Theme Chapters, a summary of recommended policies, and potential revisions to the Township Ordinances.

(b) *Housing and economic development* – Analyze the Township’s ability to provide adequate housing and employment for future growth as projected by CCPC and/or DVRPC and provide policy recommendations;

(c) *Transportation*- Identify appropriate policies to address priority regional and local transportation issues for all modes of transportation. Update the Township’s Functional Classification Map to reflect PennDOT’s Road Typology.

Incorporate policies and recommendations from relevant plans, including the Central Chester County Bicycle and Pedestrian Plan and Brandywine Valley Scenic Byway Corridor Management Plan. Identify priority capital improvement projects, as well as a list of potential revisions to the Township’s ordinances, to implement the Township’s vision.

(d) *Natural, historic, and cultural resources* – Summarizing data and information available in other relevant plans, this component will highlight recommended Township policies for protecting and managing these resources.

(e) *Parks, trails, and open space*- Building on (but not repeating) the Township’s 2009 Open Space, Recreation and Environmental Resources Plan, and incorporating relevant aspects from the Brandywine Creek Greenway, Brandywine Valley Scenic Corridor, and other plans, this component will address best practices for managing these areas, including an evaluation of the Township’s organizational structure.

(f) *Public Services*- Identify opportunities to share and/or improve the cost effectiveness, efficiency, or quality of delivery of public service, including shared services with adjoining municipalities.

(g) *Organization and Administration*- Assist the Township in evaluating its public communication strategies and areas for improvement, and identify resources available to address any priorities.

(h) *Energy Conservation Plan*- Assist the Task Force to create energy goals and develop conservation strategies. Conduct a systematic analysis of the impact of the Priority Goal Theme Strategies on energy use in the community.

(3) Meet with the Task Force once to discuss the Functional Elements Chapter.

Deliverable: Draft Functional Elements Chapter with Key Findings and Policy Recommendations for each.

1.11. Compile Final Draft Comprehensive Plan

(1) Assemble and transmit one (1) complete draft of the Comprehensive Plan including the following chapters:

- (a) Introduction
- (b) Community Vision and Mission
- (c) One chapter for each Goal Theme with Key Findings, vision, and a hierarchy of recommendations.
- (d) Functional Elements Policy Chapter
- (e) Technical Appendices

(2) Meet with Task Force to review and revise Draft Plan.

(3) Prepare Final Draft Plan based upon comments from 1.11(2).

Deliverables: Final Draft Comprehensive Plan with Appendices.

1.12. Public Process and Plan Adoption

(1) Public Meeting with Planning Commission. TCA will present the final plan to the Planning Commission for consideration at a Public Meeting. TCA will communicate with Township and Task Force via email to confirm any final revisions in response to the Public Meeting.

(2) Submit Plan to Township for Act 247/VPP Review. TCA will submit an electronic version of the Final Draft Plan for the Township to distribute to the surrounding Townships, WCASD, and CCPC for Act 247/VPP review. Any comments received will be reviewed by TCA with the Township to determine appropriate response, as needed.

(3) Participate in one (1) Public Hearing before the Board of Supervisors. TCA will present the Final Plan to the Board of Supervisors for consideration.

Deliverable: One (1) paper and one (1) electronic copy of the Final Adopted Plan.

Notes:

1. Task Force Meetings are assumed to be two (2) hours in length.
2. All meeting materials will be distributed via Dropbox or email a minimum of one week prior to the meetings, in order to provide ample time for review and analysis by the Task Force members.
3. The Township has agreed to taking and distributing meeting minutes for all Task Force meetings.

Optional Services' (These services are not eligible for County reimbursement under the VPP grant)

The Team has proposed a process that is both creative and responsive to the Township's needs. However, the process is ambitious in terms of scheduling. In order to provide the best service to the Township, while continuing to respect resource constraints, we offer the following Optional Tasks to enhance the Basic Scope of Services outlined in the preceding pages:

Optional Task A. Post-Adoption Plan Utilization Session

Conduct an interactive session with EBT staff and Officials to consider direct ways to integrate the findings and recommendations of the Comprehensive Plan into mainstream operations.

Optional Task B. Additional Focus Group(s) Meetings

In addition to Task Force meetings, Bike/Ped Focus Group, and Community Workshop, the Team will work with the Township to organize and facilitate additional Focus Group meetings as needed.

Optional Task C. Additional Task Force Meetings

The Basic Scope of Services includes six (6) Task Force meetings. Additional meetings can be incorporated at the Township's request.

Optional D. Market Analysis for Recommended Land Use Changes

The Basic Scope of Services includes a one-page market commentary for recommendations that call for substantive land use changes beyond what is permitted under current zoning. (For example, if we were to recommend that a commercial center be rezoned to permit apartments, we would provide the one-page market commentary. If we simply recommend that the list of commercial uses permitted by right, special exception, or conditional use be expanded, we would not produce the market commentary.) The one-page market commentary would reflect discussions with local realtors and

developers for data regarding occupancy/vacancy rates, rental/lease rates, and their general feel for the market of a particular product type. If an in-depth market study is desired, TCA could partner with West Chester University’s Department of Geography and Planning to provide a Market Analysis Report.

Optional Task E. Prepare an additional Goal Theme Chapter.

The project Scope currently includes the development of four (4) chapters based upon the Township’s provided Goal Themes. Additional topics may be identified that cannot be consolidated into these basic four chapters. Our Project Team offers the opportunity to develop these additional chapters as an Optional Task.

Optional Task F. Develop Stand-alone Energy Conservation Initiatives (PES)

PES has garnered significant knowledge of energy conservation initiatives that have succeeded at the municipal level. The firm will apply this expertise to East Bradford’s specific geography and demographic makeup, and produce targeted recommendations for additional “stand alone” initiatives that will further reduce energy use community-wide. Initiatives may include incentive or educational programs, energy conservation policies, and even simple ordinances that can add up to measurable savings.

Optional Task G. Public Presentation of Draft Plan prior to Public Process

Many municipalities prefer to have a public presentation of the completed Draft Plan prior to the formal public process. Many times this may comprise a presentation to the Board of Supervisors for their preliminary input. Alternatively, the public process may require an additional meeting/hearing as part of Plan Adoption.

Optional Task H. Additional background information, demographics, or mapping analysis.

The proposal specifies a wide variety of background information and data to be used in the development of the Comprehensive Plan Chapters or as part of the Viability Analysis. Any data or mapping beyond the specified sources shall be considered an Optional Task. Such tasks would include: existing land use analysis, alternative population projections, etc.

2.0 Public Participation, Meetings, and Hearings

2.1 Work Sessions Summary

There are a total of six (6) work sessions proposed.

1 : TCA	Initiation
	Scope/Approach, Schedule, Bus Tour, Meeting logistics, roles and responsibilities; Review of CP formats; initial survey
2: TCA	West Chester Borough Coordination
	Review Online Survey
Bus Tour: Team	Tour of Goal Theme Areas
3: Team	Brainstorming Implementation Strategies
4: Team	Viability Analysis and Strategy Prioritization
5: Team	Functional Elements Policies
6: TCA	Draft Plan

2.2 Public Presentations and Other Public Participation Events

The public will have the opportunity to participate in the development of the Plan at the following times:

- (a) Online Survey;
- (b) Focus Group Meeting;
- (c) Community Workshop;
- (d) Community Meeting held with West Chester Borough (Forum and format to be determined); and

(e) Planning Commission Public Meeting.

2.3 Public Hearings

This proposal includes one (1) Public Hearing before the Board of Supervisors.

2.4 Plans for Involvement of Elected Officials

The Township and Planning Team anticipate that one Supervisor will be present at each of the six (6) Task Force Work Sessions, most likely rotating from meeting to meeting. In addition, we expect that Supervisors will be present on the Bus Tour, Community Workshop, and at the meeting(s) held jointly with West Chester Borough representatives. Finally, Township staff with whom the Team will coordinate closely will provide regular updates to Township Officials as the Comprehensive Plan progresses.

3.0 Summary of Task Deliverables and Final Products

1. List of relevant plans and studies with summary of key findings
2. Updated maps and data for each Goal Theme and functional elements
3. Online survey with tabulated results
4. Draft Chapters for each of four Goal Themes with associated background, mapping, and prioritized strategies
5. Community Vision and Mission Statements
6. Draft Functional Elements Chapter, including Energy Conservation section, with Key Findings and Policy Recommendations
7. Final Draft Comprehensive Plan with Appendices (one hard copy and one electronic copy)

4.0 Cost Summary and Timetable for Completion

Basic Services

Task	Cost	Timetable (Months)
1. Project Initiation (Tasks 1.1 through 1.3)	\$4,240.00	1
2. Liaison with West Chester Borough (Task 1.4)	\$0.00	2-8
3. Online Survey (Task 1.5)	\$1,710.00	2-4
4. Bus Tour (Task 1.6)	\$0.00	3
5. Strategy Development (Task 1.7)	\$12,240.00	4-6
6 Strategy Prioritization (Task 1.8)	\$10,620.00	6-9
7. Community Vision and Mission Statement (Task 1.9)	\$2,930.00	9-10
8. Functional Plan Elements Chapter (Task 1.10)	\$7,530.00	10-12
9. Final Draft Comprehensive Plan (Task 1.11)	\$9,280.00	12-14
10. Plan Adoption (Task 1.12)	\$1,500.00	15-18
 Total	 \$50,000.00	

Note: Cost = Fees + Expenses

TCA will submit invoices on a monthly basis.

Optional Services *(These services are not eligible for County reimbursement under the VPP grant)*

Optional Tasks	Cost
Optional Task A Post-adoption Plan Training Session (TCA)	\$0.00
Optional Task B Focus Group Meetings	
TCA	\$400/Session
McMahon	\$400/Session
PES	\$460/Session

Optional Task C Additional Task Force Meeting	TCA	\$400
	McMahon	\$400
	PES	\$460
Optional Task D Market Analysis Report	TBD based upon parameters & geography	
Optional Task E Additional Goal Theme Chapter		\$4,500/Ch
Optional Task F Stand-alone Energy Conservation Initiatives		\$1,900
Optional Task G Additional Public Meeting/Hearing		\$500/ team member
Optional Task H Assist in any other ways, beyond tasks outlined in Section 4.		Per revised scope