



Town of Sykesville

7547 Main Street, Sykesville, MD 21784
p: 410.795.8959 f: 410.795.3818
townofsykesville.org

Town House

Ian Shaw, Mayor
Joe Cosentini, Town Manager
Craig Weaver, Treasurer
Kerry G. Chaney, Town Clerk

Date: January 15, 2020

TO: Professional Service Contractors

RE: Request for Professional Services Qualifications Statement (RFQ) to Update the Town of Sykesville's Comprehensive Master Plan

The Town of Sykesville (Town) is requesting qualification statements from consultants to review and update the Town's Comprehensive Plan (Plan). The company must have significant experience in the development of comprehensive plans that incorporate substantial public input. The review and update process must comply with requirements of Maryland Code Annotated Land Use Article 3-203. The purpose of this plan is to promote good civic design and arrangement; a healthy and convenient distribution of population; the health, safety, and general welfare of the local jurisdiction; and efficiency and economy in the development process.

The Town was incorporated in 1904 and is located in Southern Carroll County. The Town has a population of 4,436 and encompasses 1.58 square miles. The Town's population has steadily increased since the 2010 census. Along with the Town, the surrounding Freedom District area (Eldersburg) has seen an increase in population as well. The current Comprehensive Plan was adopted in 2011 and was subsequently amended in 2014.

The updated Plan shall include all planning elements (chapters) that address major planning themes, as required by the Maryland Land Use Article. The Plan also provides guidance for the Town's implanting measures including zoning, subdivision regulations, and development review procedures. Recommendations in the Plan will help guide how Town funds are appropriated for capital improvements, infrastructure investments, and general expenditures in order to accomplish the visions and goals of the Plan. The Town's current Plan can be viewed on our website at www.sykesville.net.

Please provide the Town with a Professional Services Proposal that includes the following information: letter of interest; an organizational chart and any known sub-contractors; statements of qualifications; and resumes for project team members with specific mention of related projects, a record of similar projects completed, and a statement of project approach.

RFQ
Town of Sykesville
Page Two of Two

Please submit your Professional Services Proposal to the Town Office at 7547 Main Street, Sykesville, MD 21784 or by email at town@sykesville.net by 2:00 p.m., Wednesday, February 12, 2020. You may contact Jared Schumacher, Sykesville Circuit Rider/Project Coordinator or me with any questions at 410-795-8959.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe L. Cosentini', written in a cursive style.

Joseph L. Cosentini
Town Manager
Town of Sykesville