



Chester County
Vision Partnership Program

County Consulting Manual

Technical Services Contracts and Technical Assistance Agreements

February 2022



VISION PARTNERSHIP PROGRAM COUNTY CONSULTING MANUAL

Technical Services Contracts and Technical Assistance Agreements

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VISION PARTNERSHIP PROGRAM COUNTY CONSULTING MANUAL: TECHNICAL SERVICES CONTRACTS AND TECHNICAL ASSISTANCE AGREEMENTS

1.0 Program Overview

The Vision Partnership Program (VPP) is available to Chester County municipalities and multi-municipal groups seeking to improve their planning programs while achieving consistency with and implementation of the goals, objectives, recommendations, and map of *Landscapes3*.

There are two sides within VPP: Cash Grants (see separate manual) and County Consulting. Within County Consulting there are two levels of service, Technical Services Contracts and Technical Assistance Agreements, which are differentiated by the extent of the project (time and cost). Appendix A provides an overview of the distinctions between the two levels of service. Through Technical Services Contracts and Technical Assistance Agreements, Chester County Planning Commission staff are available to act as the consultant for municipal projects, with cost-sharing between the County and municipality or multi-municipal group.

Municipalities may submit an application for Technical Services Contracts, or a written request for Technical Assistance Agreements, at any time. Awarding of technical service support is dependent upon Chester County Planning Commission staff availability, *Landscapes3* implementation, and staff expertise necessary to complete the requested project.

This manual provides the guidelines and procedures regarding VPP Technical Services Contracts and Technical Assistance Agreements.

2.0 Program Purpose

Recognizing the benefits of assistance to municipal planning projects, the Chester County Board of Commissioners established VPP in 1996 to promote cooperation between local governments and the County while implementing *Landscapes*, the County's Comprehensive Plan. The program was revised in 2010 to reflect *Landscapes2* and revised again in 2019 to reflect *Landscapes3*.

The purpose of VPP is to advance consistency with and implementation of the county comprehensive plan while accomplishing impactful, lasting, and positive benefits for municipalities through innovative municipal planning; multi-municipal planning; and new and revised municipal plans, ordinances, and planning studies that address opportunities and issues of community concern.

County Consulting, in form of either the Technical Services Contracts or the Technical Assistance Agreements, supports implementation of *Landscapes3* at the municipal and multi-municipal level through various planning projects.

3.0 Eligibility

3.1 Eligible Applicants

- A. Technical Services Contracts and Technical Assistance Agreements are open to all Chester County municipalities. Eligible applicants include a single municipality or a multi-municipal group, which may consist of two (2) or more contiguous municipalities or two (2) or more municipalities when located in the same school district. The application or request must be submitted by a lead municipality in the case of a multi-municipal group application.
- B. Only one (1) VPP Cash Grant or Technical Services Contract project shall be underway at a time by an individual municipality to ensure proper grant administration and promote successful completion of the project. If approved by the County Planning Commission, a municipality may be permitted to have an individual project underway while participating in a multi-municipal project.
- C. Municipalities involved in a multi-municipal comprehensive plan will not be eligible for VPP to undertake a full comprehensive plan update at the same time as the contract term of the multi-municipal plan. Partial updates to a specific comprehensive plan section, such as the historic resources plan, may be considered on a case-by-case basis.

3.2 General Project Eligibility

- A. The project must advance one or more of the *Landscapes3* goals and objectives, and implement one or more of the *Landscapes3* recommendations at the municipal or multi-municipal level.
- B. General project types that may be eligible include plans, ordinances, ordinance amendments, and planning studies.
- C. Projects enabled by the Pennsylvania Municipalities Planning Code (MPC), Act 247, as amended, such as comprehensive plans (or elements thereof) or ordinances, must demonstrate compliance with the requirements of the MPC. Projects not adopted under the provisions of the MPC are defined as “Planning Studies” for the purposes of VPP.
- D. Projects must be supported by a municipal or multi-municipal comprehensive plan that was adopted within the prior ten (10) years, unless the municipality has undergone the formal plan review process as outlined in Section 301(c) of the MPC or the applicant provides documentation identifying why the urgency of the proposed project supersedes the need for an update of their comprehensive plan.

3.3 Eligible Projects

Table 3-1 identifies examples of specific projects that are eligible for Technical Services Contracts and Technical Assistance Agreements. Projects not specifically listed will be considered by the Grant Administrator on a case-by-case basis and under the general project eligibility of Section 3.2.

Table 3-1 Eligible Projects
Technical Services Contracts <i>Anticipated to be multi-year efforts</i>
Comprehensive Plan
Open Space, Park, and Recreation Plan (to include a greenway plan)
Zoning Ordinance and Amendments (to include amendments specific to topic areas such as agriculture, historic resources, natural resources, housing, traditional neighborhood development, form based code, and transfer of development rights)
Subdivision and Land Development Ordinance and Amendments (to include amendments specific to topic areas such as bicyclist/pedestrian circulation, natural and cultural resource protection)
Official Map and Ordinance
Urban Center Revitalization Plan
Resource Protection/Stewardship Plan (addressing topics such as open space, natural resources, parks, scenic resources, historic and cultural resources)
Environmental and Community Sustainability Study
Community Design Guide (addressing topics such as housing, historic resources, and villages)
Village Master Plan
Heritage Interpretation Plan (in accordance with <i>Preserving Our Places</i> , CCPC, 1998)
Housing Plan/Study
Economic Development Plan/Study
Multimodal Plan/Study
Trail Feasibility Plan/Study
Technical Assistance Agreements <i>Anticipated to be completed within a year</i>
Official Map Updates
Parking Studies
GIS Mapping and Analysis
Graphic Design Layouts, Renderings, and Illustrations
Ordinance Analysis or Ordinance Amendments
Limited Special Studies
<i>Note: Projects not adopted under the provisions of the MPC are defined as "Planning Studies" for the purposes of VPP.</i>

3.4 Ineligible Projects

Funding through VPP is not intended for land acquisition, equipment, projects undertaken by municipal staff, or capital expenses. The following list provides additional examples of projects that are **not** eligible:

- A. Plans, ordinances and studies that are inconsistent with the goals, objectives, recommendations, or map of *Landscapes3*;
- B. Act 537 Sewage Facilities plans and updates;
- C. Capital improvement plans;
- D. Road maintenance plans;
- E. Building codes and similar products;
- F. Building feasibility studies/designs;
- G. Geographic Information System hardware or software; and
- H. Those portions of otherwise eligible projects commenced prior to a VPP Technical Services Contract or Technical Assistance Agreement.

4.0 Project Level and Selection Process

4.1 Project Level

County Consulting has two project levels: Technical Services Contracts and Technical Assistance Agreements. Technical Services Contracts are those projects anticipated to be multi-year in effort, with the total cost higher than \$5,000. Technical Assistance Agreements are those planning efforts anticipated to be completed within one year and have a total cost of \$5,000 or less. If a municipality is unclear which option is best for their project, they should contact the VPP Grant Administrator to discuss the most appropriate option.

Table 4-1 Project Level		
Type of Project	Completion Timeframe	Total Cost
Technical Services Contracts	More than 12 months	Greater than \$5,000
Technical Assistance Agreements	Less than 12 months	\$5,000 or less

4.2 Selection Process

- A. Municipalities interested in a VPP **Technical Services Contract** must submit an *online application* to the Chester County Planning Commission, VPP Grant Administrator. Applications will be reviewed by the Chester County Planning Commission for implementation of *Landscapes3*, County staffing availability, and County staff expertise

necessary to complete the requested project. The Chester County Planning Commission will maintain record of applications and other applicable documentation.

- B. Municipalities interested in a VPP **Technical Assistance Agreement** must submit a *written request for assistance* to the Chester County Planning Commission, VPP Grant Administrator. Requests will be reviewed by the Chester County Planning Commission for implementation of *Landscapes3*, County staffing availability, and County staff expertise necessary to complete the requested project. The Chester County Planning Commission will maintain record of written requests and other applicable documentation.

Table 4-2 Selection Process	
Type of Project	Submission Requirement
Technical Services Contracts	Online application
Technical Assistance Agreements	Written request for assistance

- C. Municipalities not selected for a Technical Services Contract or Technical Assistance Agreement may contact the VPP Grant Administrator at the Chester County Planning Commission for feedback as to how their future requests could be facilitated, or suggestions for alternative options to advance the project.

5.0 Costs

5.1 Project Costs

- A. Projects scoped for a total cost higher than \$5,000 are considered to be Technical Services Contracts. Planning efforts scoped for a total cost of \$5,000 or less are considered to be Technical Assistance Agreements.
- B. Cost sharing between the County and the municipality or multi-municipal group will adhere to a formula of the County covering sixty (60) percent of the project cost and the municipality or multi-municipal group paying in forty (40) percent of the project cost, except in such cases where that formula would result in the County contribution exceeding those levels noted in Table 5-1. In such situations the municipality or multi-municipal group must provide for a higher percentage of the overall project cost.

Table 5-1 Funding Levels for Technical Services Contracts*		
Type of Project	Anticipated Adoption vs. Acceptance	Maximum Dollar Level of County Contribution for the Project
Plans or Ordinances**	Adopt	\$50,000 plus \$10,000 for each additional municipality
Planning Studies***	Accept	\$30,000 plus \$5,000 for each additional municipality
<p><i>Notes:</i> *Technical Assistance Agreements are limited to planning efforts with a total cost of \$5,000 or less. **Plans or Ordinances are eligible projects such as comprehensive plans, revitalization plans, open space plans, and ordinances adopted under the provisions of the MPC. ***Planning Studies are eligible projects that are not adopted under the provisions of the MPC.</p>		

C. Municipal Contribution

1. The required municipal contribution will be forty (40) percent for all single or multi-municipal group projects.
2. Non-municipal funds are permitted to be part of the required municipal payment, with the municipal contribution required to be a minimum of ten (10) percent of the overall project cost and any non-municipal funds being provided first to the municipality and then to the County.
3. Municipal staff time contributions are not permitted to be counted toward the required municipal payment.

D. Financing

1. For a Technical Services Contract, the municipality, or municipalities in the event of a multi-municipal group project, will be responsible for payment of project invoices on a quarterly basis across the duration of the contract.
2. For a Technical Assistance Agreement, the municipality is responsible for payment of a single project invoice at the conclusion of the agreement.

5.2 Included Fees and Expenses

The following fees and expenses will be included in the project cost generated by the Chester County Planning Commission:

- A. Chester County Planning Commission fees for staff hours on the project,
- B. Costs related to materials for task force meetings (such as hard copies for distribution to task force members),
- C. Costs of materials for public meetings (such as display boards), and
- D. Up to three copies of the final document. Additional copies may be requested at a separate cost, to be priced at the time of the request.

5.3 Separate Fees and Expenses

Certain fees and expenses are outside of any contract or agreement between the County and a municipality or multi-municipal group. If incurred across the duration of a contract, such fees and expenses are to be borne directly by the municipality or multi-municipal group. Such fees and expenses may include but are not limited to:

- A. Rental of meeting facilities,
- B. Advertising costs,
- C. Food or refreshments,
- D. Equipment and other capital costs,

- E. Review of materials by non-planning professionals, such as attorneys or engineers, and
- F. Other costs deemed ineligible by the Chester County Planning Commission.

6.0 Lead Planner Qualifications

Chester County Planning Commission will provide a qualified staff member to act as the lead planner. The lead planner will ensure that the final product is comprehensive; accurate; consistent with the MPC where applicable; consistent with the goals, objectives, recommendations, and map of *Landscapes3*; and tailored to the municipality's needs and character.

- 6.1 The lead planner appointment will be based on staff availability and subject area expertise of staff.
- 6.2 If necessary, during the duration of the contract or agreement, the Grant Administrator will communicate any changes in the lead planner to the municipality. All changes to the lead planner must be approved by the municipality. If a change to the lead planner is necessary, the new lead planner will be a similarly qualified professional.
- 6.3 Supporting staff will be provided as necessary to complete the project's scope of work.

7.0 Application - Technical Services Contract

7.1 Application Requirements

Municipalities must comply with the following requirements when preparing an application:

- A. Municipalities are required to schedule a meeting with the VPP Grant Administrator to discuss their proposed project, including questions regarding project eligibility or the application process.
- B. The municipality must complete and submit an online application form. Access the application at <https://www.chesco.org/FormCenter/Planning-44/Vision-Partnership-Program-2021-County-C-221>, or through www.chesco.org/planning/vpp or the Municipal Corner of www.chescoplanning.org.
- C. Only one (1) project per municipality may be submitted per application.

7.2 Multi-Municipal Applications

In addition to the requirements noted in Section 7.1, a multi-municipal group applicant must designate a single municipality as the lead municipality and file only one (1) application. The lead municipality will be responsible for administration of the contract, and all communications and transactions must be directed through the lead municipality.

7.3 Application Contents

The Technical Services Contract application must consist of the following:

- Applicant Contact Information
- Project Type and Description
- Letters of Commitment
- Designated Official

All applications must be submitted through the online application portal. Appendix B notes the full information required through the online application form, but is not intended for submission by an applicant.

A. Applicant Contact Information, Project Type and Description.

This portion of the application is completed online, identifying the applicant name, municipal contact, project type (plan, ordinance, or planning study), and brief project description. Projects that will be adopted under the MPC require the applicant to verify that the project will comply with the MPC.

B. Letters of Commitment.

Letters of commitment must be uploaded as part of the application process.

1. Municipal: For a single municipality project, one letter is required, and must be signed by a member of the governing body. Municipal letters of commitment must include:
 - a. A commitment to forming a project task force to guide the project for the municipality or multi-municipal group that includes at least one (1) member of the governing body and at least one (1) member of the planning commission, with information on who other potential members of the task force may be (such as municipal staff, representatives from other municipal commissions or committees, business owners, residents, etc.);
 - b. A commitment to the funding details of the project, to include identification of the forty (40) percent municipal share of the cost and notation of the understanding that the municipality is required to pay their portion into the County across the course of the project's contract; and
 - c. Identification of the individual officially designated to submit the application (see Section 7.3.C).
2. Multi-municipal: For multi-municipal projects, each municipality must submit a letter signed by a member of the governing body. Such letter must include those items identified in Section 7.3.B.1.a – c, as well as acknowledgement of which municipality is acting as the lead for the application and the individual municipality share of the overall cost.

- C. Designated Official Submission.
An individual designated by the municipality or municipalities in the case of a multi-municipal application (and identified on the municipal letter of commitment) must date and submit the application to complete the application process.

7.4 Project Selection

Following application from the municipality (or multi-municipal group), the Planning Commission will make a determination as to whether there is staff expertise and capacity to conduct the requested project and if the project is consistent with and advances *Landscapes3*. If a project is not selected to advance through the Technical Services Contract process, the Planning Commission will coordinate with the municipality regarding the reasons why and potential avenues to advance the project.

7.5 Proposal Development

If a project is selected to advance based on the criteria of staff expertise and capacity and *Landscapes3* consistency and implementation, the Planning Commission will then coordinate with the municipality regarding when staff would be available and the approximate cost. If the proposed project start and approximate cost is acceptable to the municipality, the Planning Commission will proceed with development of a proposal including a detailed scope of work and associated cost. Finalization of the scope of work and associated cost may require multiple rounds of discussion and edits between the municipality and the Planning Commission. Following agreement on the scope of work and cost, the Planning Commission will prepare a contract for municipal and County signature.

8.0 Request - Technical Assistance Agreement

8.1 Request Requirements

Municipalities must comply with the following requirements when preparing a request for assistance:

- A. The municipality must complete and submit a written request for a Technical Assistance Agreement by hard copy letter or email to the VPP Grant Administrator.
- B. Only one (1) project per municipality may be submitted per request.
- C. Municipalities are required to schedule a meeting with the VPP Grant Administrator to discuss their proposed project, including questions regarding project eligibility or the process.

8.2 Multi-Municipal Request

Given the limits on total cost and the time period for the project, multi-municipal projects are best addressed through a Technical Services Contract and are generally not eligible for a Technical Assistance Agreement.

8.3 Request Contents

The Technical Assistance Agreement request must be signed by an elected official or municipal manager or secretary and consist of the following:

- Applicant Contact Information
- Project Type and Description

Applicant Contact Information, Project Type and Description.

The request must identify the municipal name, municipal contact, project type (plan, ordinance, or planning study), and brief project description, and anticipated cost.

8.4 Project Selection

Following written request from the municipality, the Planning Commission will make a determination as to whether there is staff expertise and capacity to conduct the requested project and if the project is consistent with and advances *Landscapes3*. If the project is not selected to advance through the Technical Assistance Agreement process, the Planning Commission will coordinate with the municipality regarding the reasons why and potential avenues to advance the project.

9.0 Selected Projects – Technical Services Contracts

9.1 Contract Development

- A. Following review and action of the Chester County Planning Commission, an applicant will be notified of the status of their application.
- B. Municipalities with selected projects will coordinate with the Grant Administrator, who will develop a full scope of work for attachment to the contract.
- C. The scope of work developed during the proposal process may be revised during contract development. The final scope of work will include the following:
 1. Project Tasks.
To include a detailed description of the specific services to be performed and the various sections, articles, or chapters of the document. Deliverables by task will be noted.
 2. Public Participation, Meetings, and Hearings.
To include the number, purpose, and expected outcomes of:
 - Task Force work sessions;
 - MPC mandated public meetings and hearings; and
 - Plan for involvement of municipal officials, the public, and partners/stakeholders.

Involvement of municipal officials (including elected, appointed, and staff), the task force, the public, partners, and other stakeholders should be accomplished through a combination of methods that facilitates input and feedback throughout the project, including opportunities early in the process and diverse options that are accessible to the various audiences.

- 3. Products.
To include a summary of task deliverables and final products.
- 4. Schedule.
To include a description or depiction of the completion of each major task, deliverables, adoption or acceptance, and other key project components. The proposed schedule will be accommodated within the minimum contract timeframes, as follows.

Plans

Municipal Comprehensive Plan Update	Twenty-four (24) months
Multi-municipal Comprehensive Plan	Thirty-six (36) months

Ordinances

Full Ordinance Update	Twenty-four (24) months
Ordinance Amendments	Twelve (12) to Twenty-four (24) months
Official Map	Twelve (12) months

Planning Studies/Guides	Twelve (12) to Eighteen (18) months
Multi-municipal Planning Studies	Eighteen (18) to Twenty-four (24) months

- 5. Cost Summary
To include a description of the overall cost summary, noting the cost-sharing for the project with respect to percentages and dollar amounts, and breakdown of municipal cost and County contribution by quarter for the duration of the contract. The summary will also note that invoice submittal to the municipality will be quarterly.
- D. After a full scope of work is provided by the Grant Administrator and approved by the municipality or multi-municipal group, a contract will be developed for signature by the municipality (or municipalities in the case of a multi-municipal group).
- E. Following signature of the contracts by the municipality (or municipalities in the case of a multi-municipal group), all copies must be returned to the County Planning Commission for placement on the next available Board of County Commissioners' agenda for final approval.
- F. The Grant Administrator reserves the right to change the Contract Term (start and end dates of the project) if necessary before the contract is executed by the Chester County Board of Commissioners. Changing the Contract Term may be done administratively and does not require approval from the municipality (or municipalities in the case of a multi-municipal group).
- G. Upon final execution of the contract, the Grant Administrator will send an executed contract to the municipality (or municipalities in the case of a multi-municipal group).
- H. The County Planning Commission reserves the right to use and share the products prepared under VPP with other municipalities, planning agencies, and the public.

9.2 Project Management

A. Project Correspondence and Coordination

1. To provide for adequate review by the task force (to be composed in accordance with Section 7.3.B.1.a), the lead planner will provide materials to the municipality/municipalities and all task force members approximately one week prior to the scheduled work session at which the material will be discussed. Draft materials, including maps, will be dated.
2. An Initial Briefing Meeting must be held at the kick-off of the project. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, are fully aware of the project scope, VPP administrative procedures, and project benchmarks. The initial briefing meeting may be held concurrent with the first task force meeting. The meeting participants must include, but need not be limited to:
 - a. Municipal representatives, including task force members, municipal administrative/financial officer, and the manager or secretary; and
 - b. The lead planner from the County Planning Commission.
3. Representatives of the municipality/municipalities and the County Planning Commission may call for an Interim Briefing Meeting as necessary to assess the progress of the work program, resolve any contract compliance issues, ensure consistency with *Landscapes3*, and determine any revisions to the scope of work or the project timeframe. Attendance of all parties is required at such meetings.
4. Municipalities may be contacted during the course of the project regarding updates and reminders concerning VPP procedures and requirements. The lead planner and Grant Administrator are available throughout the process to answer questions regarding VPP procedures and requirements.

B. Invoice Process

1. The Chester County Planning Commission will submit a copy of each invoice to the municipality on a quarterly basis.
2. The Chester County Planning Commission invoices will identify the billing cycle and the work tasks advanced during the billing cycle.
3. For multi-municipal projects, invoices will be submitted to the lead municipality.

9.3 Amendments to an Executed Contract

- ### A. Amendments to executed contracts may be permitted to accommodate time extensions or revisions to the scope of work. Amendments will only be considered when the municipality has demonstrated good faith in completing the approved scope of work and the work to date has demonstrated consistency with *Landscapes3*.
1. Time Extension. The municipality may request an extension of time to the grant contract with no change to the scope of work as follows:

- a. The municipality must submit a letter to the Grant Administrator requesting the contract extension, detailing the reasons why the contract extension is needed, and noting the revised schedule;
 - b. Requests for extensions must be filed with the Planning Commission no less than sixty (60) days prior to the contract end date; and
 - c. Each time extension shall be for a period of six (6) months. Total contract extensions must not exceed two (2) years beyond the end date of the original contract. Two (2) contract extensions may be processed internally through the Chester County Planning Commission. Any additional extensions require approval by the Chester County Board of Commissioners and will be placed on the Commissioners' agenda by Planning Commission staff.
 - d. If the funded project cannot be completed within the time frame described in Section 9.3.A.1.c, the contract will be terminated. Written notice will be provided should the County determine that the project is unable to be completed. Invoicing will end as of the date of termination, which must not exceed thirty (30) days past the date of written notice.
2. Revision to Scope of Work. The municipality or lead municipality may request a revision to the scope of work as follows.
- a. The municipality must submit a letter to the Grant Administrator requesting the contract revision. Requests must be filed with the Planning Commission no less than sixty (60) days prior to the contract end date.
 - b. The request must include a scope of work with any revisions from the original scope of work identified and an explanation of how the revisions relate to *Landscapes3*.
 - c. The Planning Commission will review the request, and if in agreement with the need for additional work, will develop a detailed scope of work with associated costs for a contract addendum. Once agreed to by both the municipality/municipalities and the Planning Commission, the Planning Commission will develop the amendment, to include the additional scope of work items and associated costs.
- B. All parties must sign the contract amendment in accordance with the following.
1. Time extensions must be signed by the municipal governing body chair or president, or each municipal governing body chair or president in the case of a multi-municipal group, and the Executive Director of the Chester County Planning Commission. A third time extension must be approved by the County Board of Commissioners.
 2. Scope of work amendments must require the signature of the governing body for a single municipality contract, and the governing bodies of each participating municipality for a multi-municipal group, as well as the County Board of Commissioners.

9.4 Termination of Contract

Upon written thirty (30) day notice, any party will have the right to terminate the contract. Invoicing will end as of the date of termination, which must not exceed thirty (30) days past the date of written notice. The municipality or municipalities in the case of a multi-municipal group will be responsible for payment of invoices from the contract start date through the date of termination.

9.5 Review of Completed Project

Upon completion of the project but prior to potential adoption, all projects enabled by the MPC, such as comprehensive plans (or elements thereof) or ordinances must be submitted by the municipality or lead municipality for an Act 247 Review consistent with the requirements of the Municipalities Planning Code.

10.0 Selected Projects – Technical Assistance Agreements

10.1 Agreement Development

- A. If a project is selected to advance based on the criteria of staff expertise and capacity and *Landscapes*³ consistency and implementation, the Planning Commission will then coordinate with the municipality regarding when staff would be available and the approximate cost. If the proposed project start and approximate cost is acceptable to the municipality, the Planning Commission will proceed with development of a draft agreement including a scope of work and associated cost. Finalization of the agreement may require discussion and edits between the municipality and the Planning Commission. Following finalization on the agreement, the Planning Commission will provide the Technical Assistance Agreement to the municipality for signature.
- B. The final scope of work will include the following:
 - 1. Project Tasks.
To include a detailed description of the specific services to be performed and the various section, articles, or chapters of the document. Deliverables by task will be noted.
 - 2. Products.
To include a summary of task deliverables and final products.
 - 3. Schedule.
To include a description or depiction of each major task, deliverables, adoption or acceptance, and other key project components. The proposed schedule will be accommodated within a twelve (12) month timeframe.
 - 4. Invoicing
To include identification of the invoicing schedule, which will be a single invoice on completion of the project.
- C. After a full scope of work is provided by the Grant Administrator and approved by the municipality, an agreement will be developed by the Grant Administrator for signature by the municipality.

- D. Following signature of the agreement by the municipality, all copies must be returned to the County Planning Commission for signature by the Executive Director.
- E. Upon final execution of the Technical Assistance Agreement, the Grant Administrator will send an executed copy to the municipality.
- F. The County Planning Commission reserves the right to use and share the products prepared under VPP with other municipalities, planning agencies, and the public.

10.2 Project Management

- A. Project Correspondence and Coordination
 - 1. The lead planner will provide completed draft materials to the municipality for review and discussion. Draft materials, including maps, will be dated. The municipality may request a meeting with the lead planner to further discuss the materials and any necessary revisions.
 - 2. An Initial Briefing Meeting may be held at the kick-off of the project. The purpose of the initial briefing meeting is to ensure that all parties are fully aware of the project scope and VPP administrative procedures.
 - 3. Representatives of the municipality and the County Planning Commission may call for an Interim Briefing Meeting as necessary to assess the progress of the work program, resolve any contract compliance issues, ensure consistency with *Landscapes3*, and determine any revisions to the scope of work or the project timeframe.
 - 4. Municipalities may be contacted during the course of the project regarding updates and reminders concerning VPP procedures and requirements. The lead planner and Grant Administrator are available throughout the process to answer questions regarding VPP procedures and requirements.
- B. Invoice Process
 - 1. The Chester County Planning Commission will submit a single invoice for costs incurred for the project upon completion of the scope of work.
 - 2. The municipality will have the right to review the submitted invoice for accuracy and will have the right to disapprove payment of an invoice that is not in accordance with the terms of the agreement.

10.3 Amendments to an Executed Agreement

- A. Amendments to executed Technical Assistance Agreements may be permitted to accommodate time extensions or revisions to the scope of work. Amendments will only be considered when the municipality has demonstrated good faith in completing the approved scope of work and the work to date has demonstrated consistency with *Landscapes3*.
 - 1. Time Extension. The municipality may request an extension of time to the agreement with no change to the scope of work as follows:

- a. The municipality must submit a letter to the Grant Administrator requesting the agreement extension, detailing the reasons why the agreement extension is needed, and noting the revised schedule;
 - b. Requests for extensions must be filed with the Planning Commission no less than sixty (60) days prior to the agreement end date; and
 - c. A time extension will not exceed six (6) months, and only one (1) time extension is permitted.
 - d. If the project cannot be completed within the time extension, the agreement will be terminated. Written notice will be provided should the County determine that the project is unable to be completed. Invoicing will be provided as of the date of termination.
2. Revision to Scope of Work. The municipality may request a revision to the scope of work as follows.
- a. The municipality must submit a letter to the Grant Administrator requesting the agreement revision; and
 - b. The request must provide a scope of work with any revisions from the original scope of work identified and an explanation of how the revisions relate to *Landscapes*³.
 - c. The Planning Commission will review the request, and if in agreement with the need for additional work, will develop a detailed scope of work with associated costs for an addendum to the agreement. Once agreed to by both the municipality and the Planning Commission, the Planning Commission will develop the addendum, to include the additional scope of work items and associated costs.
 - d. Revision requests determined by the Grant Administrator to be too far outside of the original scope of work may be completed under a separate Technical Assistance Agreement if agreed to by the municipality and Chester County Planning Commission.
- B. All parties must sign the Technical Assistance Agreement addendum.

10.4 Termination of Agreement

Upon written notice, any party will have the right to terminate the agreement. A final invoice will reflect the portion of the project completed as of the written notice of termination, and the municipality will be responsible for payment of the invoice.

10.5 Review of Completed Project

Upon completion of the project but prior to potential adoption, all projects enabled by the MPC, such as ordinance amendments, must be submitted by the municipality for an Act 247 Review.

Appendix A

Chester County Vision Partnership Program County Consulting Comparison of Technical Services Contracts and Technical Assistance Agreements

	Technical Services Contracts	Technical Assistance Agreements
Eligible Applicants	All Chester County municipalities (multi-municipal projects permitted)	All Chester County municipalities (multi-municipal projects permitted)
Eligible Projects	Plans, ordinances, ordinance amendments, planning studies that implement <i>Landscapes</i> ³	Ordinance amendments, planning studies, mapping, analysis, layouts/renderings/illustrations, special studies that implement <i>Landscapes</i> ³
Application Period	Rolling; staff availability is a determining factor	Rolling; staff availability is a determining factor
Selection Process	Projects selected based on Chester County Planning Commission staff availability and expertise and extent of implementation of <i>Landscapes</i> ³	Projects selected based on Chester County Planning Commission staff availability and expertise and extent of implementation of <i>Landscapes</i> ³
Funding: Adopted Plans or Ordinances	Maximum \$50,000 county funding (plus \$10,000 per additional municipality for multi-municipal plans)	Maximum \$5,000 overall project cost
Funding: Accepted Planning Studies	Maximum \$30,000 county funding (plus \$5,000 per additional municipality for multi-municipal plans)	Maximum \$5,000 overall project cost
Municipal Contribution	40% of project cost	40% of project cost
Application Contents	Online application, letter of commitment	Written request
Consultant Qualifications	Chester County Planning Commission to provide lead staff planner qualified to complete the project	Chester County Planning Commission to provide lead staff planner qualified to complete the project
Scope and Contract Development	Chester County Planning Commission to develop scope of work and contract	Chester County Planning Commission to develop scope of work and agreement
Schedule	12-36 months depending on project type	Up to 12 months
Project Management	Chester County Planning Commission planner to provide project management	Chester County Planning Commission planner to provide project management
Invoicing	Chester County Planning Commission to submit invoice to municipality quarterly	Chester County Planning Commission to submit invoices to municipality at conclusion of the project
Amendments	Extension not to exceed six months; two contract extensions processed by Chester County Planning Commission; additional extensions or change in project cost requires approval by the Chester County Board of Commissioners	One extension not to exceed six months
Review of Completed Project	Applicable projects to be submitted for Act 247 review	Applicable projects to be submitted for Act 247 review
Reimbursement	N/A	N/A

Appendix B

Chester County Vision Partnership Program County Consulting Technical Services Contract Application Format

Access the application at <https://www.chesco.org/FormCenter/Planning-44/Vision-Partnership-Program-County-Consul-221>, or through www.chesco.org/planning/vpp or the Municipal Corner of www.chesoplanning.org. Format of the application follows.

Steps	Municipality Information
1. Municipality Information	Applicant <input type="radio"/> Single Municipality <input type="radio"/> Multi-Municipal
2. Contact Information	Municipality or Multi-Municipal Group Name <input type="text"/>
3. Project Type	For Multi-Municipal Applications:
4. Funding	Lead Municipality <input type="text"/>
5. Signature	Other Municipal Participants <input type="text"/>
	<input type="button" value="Continue"/>

Steps	Contact Information
Municipality Information	Municipal Contact <i>Contact person must be from lead municipality for multi-municipal grants.</i>
2. Contact Information	Contact Person <input type="text"/>
3. Project Type	Title <input type="text"/>
4. Funding	Address <input type="text"/>
5. Signature	Email <input type="text"/>
	Phone Number <input type="text"/>
	Fax Number <input type="text"/>
	Municipal Financial Contact <input type="text"/>
	Title <input type="text"/>
	Email <input type="text"/>
	<input type="button" value="Continue"/> Go Back

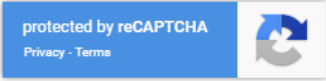
Chester County Vision Partnership Program County Consulting Technical Services Contract Application Format

Steps	Project Type
Municipality Information	<p>Please check the appropriate box.</p> <p><input type="checkbox"/> Plan adopted under the Pennsylvania Municipalities Planning Code</p> <p><input type="checkbox"/> Ordinance adopted under the Pennsylvania Municipalities Planning Code</p> <p><input type="checkbox"/> Planning Study</p> <p>Project Name</p> <input type="text"/> <p>Description</p> <input type="text"/> <p>Consistency with the Pennsylvania Municipalities Planning Code: Projects adopted under the Pennsylvania Municipalities Planning Code must comply with the requirements of the Pennsylvania Municipalities Planning Code.</p> <p><input type="checkbox"/> I agree <input type="checkbox"/> N/A</p> <p>Continue Go Back</p>
Contact Information	
3. Project Type	
4. Funding	
5. Signature	

Vision Partnership Program 2021 - County Consulting Application

Steps	Funding
Municipality Information	<p>Estimated Project Cost</p> <input type="text"/> <p>Continue Go Back</p>
Contact Information	
Project Type	
4. Funding	
5. Signature	

Chester County Vision Partnership Program County Consulting Technical Services Contract Application Format

Steps	Signature
Municipality Information	Legal Understanding
Contact Information	As the authorized municipal representative, I hereby submit the preceding data and information in support of our application. I understand the rules and procedures as written in the Vision Partnership Program County Consulting Manual, as revised, and agree to be bound thereby.
Project Type	Signature <input type="text"/>
Funding	Date <input type="text" value="mm/dd/yyyy"/>
5. Signature	Name <input type="text"/>
	Title <input type="text"/>
	
	<input checked="" type="checkbox"/> Receive an email copy of this form.
	Email address
	<input type="text"/>
	This field is not part of the form submission.
	<input type="button" value="Submit"/> <input type="button" value="Submit and Print"/> <input type="button" value="Go Back"/>