

REQUEST FOR PROPOSALS
REDISTRICTING CONSULTING SERVICES

The Board of Commissioners of the Township of Salisbury, hereinafter referred as “Township”, located in the County of Lehigh, Pennsylvania, is seeking the services of a consultant with experience in drawing boundaries on either the municipal, county, state or federal levels. The consultant may not be an employee of the Township. The consultant shall be responsible for drawing the districts in accordance with the requirements of the Municipal Reapportionment Act 53 Pa. C.S. §901-908. The composition of the Wards must be composed of compact and contiguous territory as nearly equal in population as practicable as officially and finally reported by the decennial census 2010, PL-94-171. The current districts are designated by numbers 1 through 5. The consultant, in consultation with the Board of Commissioners and the Township Manager or his designee, shall develop at least two redistricting plans for submission and consideration by the Board of Commissioners. At least thirty days prior to the first reading of any ordinance on redistricting, the Board of Commissioners shall hold a workshop at which the consultant shall be present and at which the public shall have an opportunity to be heard on the proposals submitted to the Board of Commissioners for consideration. The Board of Commissioners shall make the final decision as to any redistricting mandated pursuant to the Act and may either accept, reject, or modify the plans submitted to it for review. The redistricting shall be adopted by ordinance. Sealed Proposals shall be submitted no later than August 31, 2011 at 4 P.M. and clearly marked **“REDISTRICTING CONSULTANT SERVICES” c/o Randy Soriano, Township Manager, Salisbury Township, 2900 S. Pike Avenue, Allentown, PA 18103.**

INSTRUCTIONS TO PROPOSERS

I. PROPOSAL REQUIREMENTS

Firms will be evaluated on the basis of how well its individual professionals meet the criteria outlined below including general and specific criteria. Please submit your proposal in a concise written tabulated format indexed and organized in order by the following sections:

A. Qualifications Summary

B. Firm Profile

C. Firm History including:

- Type of organization: Partnership, Corporation, etc.
- Principals in Firm
- Staff in Firm
- Telephone / Facsimile Numbers, E-mail Address

D. Firm Qualifications

E. Firm Name including:

- Address
- Primary contact person
- Disciplines in house
- Software applications

F. List of Similar Projects including:

- Project Name
- Location
- Sponsor (Owner or Owner's Representative)
- Actual Cost

G. Identify the current similar projects being worked on by key employees and the firm's capacity to perform the work within the established schedule.

H. Provide References

I. Proposed Key Personnel including:

- Brief resumes of Key Personnel
- Principal in Charge
- Give name, education background, and years of experience and major project references for each of your proposed Key Personnel.

- J. Give descriptions of any qualifications or special experience which your firm’s staff has which will help distinguish its abilities and interest in this Project from other firms.
- K. Provide an organization chart of the proposed staffing you intend to provide for this Project. Include the name and Project Title for each individual.
- L. Provide a Schedule, Time Table outlining the parts that the Firm will undertake to complete the proposed work, i.e., Initial Preparation/Data Gathering, Meetings, Preparation of Preliminary Maps, Final Maps and verbal descriptions and street lists, etc...
- M. Provide any other experience you feel is relevant to your response.
- N. The “Price Proposal” shall include the following:
 - 1. Lump sum fee shall include all costs to provide the required services including all reimbursable expenses such as travel, lodging, postage, meals and telephone expenses.
 - 2. Proposers shall indicate any costs not included in their lump sum fee.
 - 3. Proposers shall include a schedule of hourly rates for various classifications of employees assigned to the Township’s project.
 - 4. Proposers shall include with their “Price Proposal” a payment schedule.
 - 5. Proposers shall break down specific costs for the proposed project.
 - a. Proposals shall include the estimated number of man-hours and the hourly rate by staff classification for each task. The various tasks shall be well detailed for the entire scope of the project.
- O. Consultant shall include with his/her Proposal a sample of any agreement or contract the Township will be required to enter into.
- P. Each proposer is required to submit five (5) copies of their written proposal in a sealed envelope clearly marked and addressed to: **“REDISTRICTING CONSULTANT SERVICES” c/o Randy Soriano, Township Manager, Salisbury Township, 2900 S. Pike Avenue, Allentown, PA 18103.**

II. SCOPE OF SERVICES

- A. Successful Proposer (“Consultant”) shall undertake and perform ward and district boundary realignment for Salisbury Township, Lehigh County, Pennsylvania (“Township”). The Consultant shall prepare and provide maps, verbal descriptions and support services necessary for the submission of new wards and districts

boundaries to the PA Department of State, Lehigh County Courts and Bureau of Election and Voter Registration. The Consultant shall be familiar with the requirement of the Municipal Reapportionment Act” 53 Pa. C.S. §901-908, and other requirements necessary for the Township to successfully carry out the reapportionment. The Consultant shall review the existing Wards system, which is currently comprised of five (5), and offer options for the Township to consider. At minimum the Consultant shall prepare two (2) options for the Board of Commissioners to consider.

- B. Consultant will be responsible to meet, as necessary, with county and township representatives to determine the existing natural and political boundaries, polling places and other pertinent features necessary for realignment of wards and districts boundary. Consultant shall utilize these meetings to gather and collect pertinent information of the township, updated township maps, identify new housing units developments and/or areas of potential development, and locations of existing or proposed new polling places. A minimum of three (3) on-site meetings shall be required.
- C. Consultant shall describe the type of files and maps, computerized or in paper form, that will be used and available, but not limited, through the U.S. Department of Commerce, Bureau of Census, County Departments and Township, in order to successfully carry out this service. Consultant shall include in their RFP response a detailed description of what will be utilized for the work scope to arrive at the size of each realigned district.
- D. Consultant shall include in the Proposal a detailed description on the process and criteria that will be utilized to undertake their work scope.
- E. Interviews:

The selected consultant shall meet with Township Staff and the designees of the Board of Commissioners including representatives of the involved community and/or Committee formed to oversee the reapportionment.

- F. Report Preparation:

The selected consultant shall prepare initial draft reports and/or maps to be reviewed by the Board of Commissioners and other staff. Maps shall be of such a size capable of identifying physical features as boundaries. Consultant will finalize the reports based on comments received.

- G. Deliverables:

The Consultant shall deliver to the Board of Commissioner final verbal descriptions of the Ward boundaries along with detailed maps that will show street level detail clearly depicting the features of the boundaries of each ward and a draft copy of an Ordinance to effectuate the proposed redistricting. Consultant will also provide a

street list for all districts which will include the Ward and District number followed by street names. Consultant shall provide both paper copies and digital copies of maps and street list. Paper copies should be a minimum of three (3) sets.

H. Compensation

The Township shall pay the Consultant after receipt of an Invoice, subject to 30 day terms. The Consultant shall submit an Invoice at least 30 days prior to a regular scheduled Board of Commissioners monthly meeting. The Board meets twice per month on the 2nd and 4th Thursday of each month.

III. TYPE OF CONTRACT

Any contract issued as a result of this RFP will be on a Cost Plus Fixed Fee Basis, with a maximum not to exceed price. The final fee will not be paid in full until all deliverables are satisfactorily received by the Township.

IV. EVALUATION CRITERIA

In general, proposals will be evaluated in terms of:

1. The present workload of each individual firm,
2. The number and qualifications of the specified persons who will be performing the requested services,
3. The prior experience and reputation of the firm in the areas of required expertise.
4. The ability of the firm to meet a schedule for completing the work.
5. Cost associated with proposal.