

# **REQUEST FOR PROPOSAL** **NOTICE**

**The Township of Salisbury and the Borough of Fountain Hill, Lehigh County, PA are requesting services associated with the preparation and update of their respective Subdivision and Land Development Ordinances. Proposals are to be submitted no later than February 23, 2011 at 1 p.m. to: Randy Soriano, Township Manager, Salisbury Township, 2900 S. Pike Avenue, Allentown, PA 18103. A copy of the RFP is available by contacting Salisbury Township at 610-797-4000 or at [www.salisburytownshippa.org](http://www.salisburytownshippa.org).**

**Randy Soriano  
Township Manager**

---

*Please advertise in the Salisbury Press on January 19<sup>th</sup> and 26<sup>th</sup>, 2011*

# **REQUEST FOR PROPOSAL**

**Salisbury Township and Borough of Fountain Hill**  
**Revision and Update of Subdivision and Land Development Ordinances**

## I. INTRODUCTION

Under this Scope of Services, the Consultant will prepare comprehensively updated Subdivision and Land Development Ordinances (SALDOs) for Salisbury Township and Fountain Hill Borough. All sections of the current ordinances for the two municipalities will be reviewed and updated, and new sections will be added to ensure that: a) the municipalities are using up-to-date regulatory techniques and b) the ordinances fully comply with the Pennsylvania Municipalities Planning Code (MPC).

Officials of the two municipalities will initially meet together to discuss major policy matters and municipal coordination matters. Then, municipalities will meet separately to address more detailed matters that are specific to each municipality.

This project will also work to carry out the draft recommendations of the Salisbury Township Comprehensive Plan and draft Zoning revisions and to bring the Fountain Hill SALDO into conformance with their Comprehensive Plan and recently updated Zoning Ordinance.

The expectation is that Fountain Hill will approve a completely new SALDO, because its existing ordinance is 38 years old. Salisbury Township will likely decide to update many portions of its existing ordinance.

## II. PROCESS AND SCOPE OF WORK

1. Review of Current Documents – The Consultant will review the following documents:
  - the current Zoning Ordinances,
  - the current Subdivision and Land Development Ordinances, and
  - the current Borough Comprehensive Plan and the proposed Salisbury Comprehensive Plan.
2. Initial Workshop Meetings and Discussion Guide – The Consultant will conduct two workshop meetings to identify issues and concerns that are most worthy of attention based on the review of the current ordinances and input from the municipalities. The Consultant will prepare a Discussion Guide in advance of the meeting to highlight major policy issues and alternatives. The officials of the two municipalities will meet together.
3. Initial Draft of SALDO – The Consultant will prepare a first draft of the updated SALDOs for review and discussion.
4. Second Draft of SALDO – After the municipalities review the Initial Draft and provide comments, the Consultant will prepare a second draft of the SALDO to incorporate revisions.
5. Reviews – Final drafts of the ordinances will be provided to the municipalities and Lehigh Valley Planning Commission (LVPC) for their review and comment.
6. Summary – The Consultant will prepare an easy-to-read Summary Memo about the proposed SALDOs to increase understanding and promote consensus among the interested members of the general public. This memo will also serve as a press release to area newspapers and can be posted on municipal websites.
7. Advertisement / Public Notice – The proposed SALDOs will be advertised as “new” ordinances to simplify the procedural requirements and to avoid lengthy and expensive legal advertisements.
8. Public Hearing and Adoption – A public hearing will be held by each governing body. The last step will be submitting the two final revised drafts for official adoption by the governing bodies.

### **III. FINAL AND INTERIM PRODUCTS**

The consultant will submit the following final and interim products to each of the two municipalities:

1. 15 copies of Discussion Guide and memos.
2. 15 copies each of: an initial, second and final draft of the SALDOs.
3. A PDF version of the draft SALDOs that can be posted on municipal websites for public review.
4. After adoption, a paper copy ready for reproduction and a digital copy of the ordinances (including Word and PDF versions) on a CD.

### **IV. MEETINGS**

The Consultant shall include in the cost of the proposal a minimum of 13 workshops/meetings with municipal officials. This is projected to involve 2 joint workshop meetings, 5 workshop meetings with Salisbury officials, 4 workshop meetings with Fountain Hill officials, and a public hearing in each municipality. If additional meetings are requested by a municipality, they will be invoiced based upon standard hourly rates for the meeting time.

### **V. PROJECT COMPLETION SCHEDULE**

The Consultant shall include a time schedule to complete the requested work and outline the milestone for its completion.

### **VI. PROFESSIONAL FEES**

The Consultant shall quote a not to exceed cost for completion of the work scope for Salisbury Township and the work scope for Fountain Hill. The Consultant shall indicate other reimbursable expenses and provide a professional fee schedule with their Proposal.

### **Types of Services Required**

Salisbury Township and Fountain Hill Borough of Lehigh County, Pennsylvania are requesting Proposals from qualified professional planning consultants to:

- Task 1 – Prepare comprehensively updated Subdivision and Land Development Ordinances (SALDO) for both Salisbury Township and Fountain Hill Borough;
- Task 2 – Review and update all sections of the current SALDO Ordinances;
- Task 3 – Add new sections to the SALDO Ordinances to ensure that (a) the municipalities are using up-to-date regulatory techniques and (b) the Ordinances fully comply with the Pennsylvania Municipalities Planning Code (MPC);
- Task 4 – Provide coordination (meetings and communications) between the two municipal Planning Commissions and other appropriate Officials for the purpose of discussing major policy and municipal coordination matters;
- Task 5 – Produce two separate SALDO Ordinances that are fully coordinated, particularly in terms of storm water and traffic impacts, with an emphasis on ways to minimize impacts and provide compatibility across municipal borders.

### **Submission Deadline**

The Proposal must be received in person or by mail or delivery at the Salisbury Township Municipal Building, 2900 South Pike Avenue, Allentown, PA 18103 on or before February 23, 2010 by 1:00 p.m.

### **Copies to be Submitted**

One (1) original and two (2) copies of the Proposal must be submitted.

### **Items / Information Required in the Submission**

Each submission should include the following items:

- Proposed scope of services (to address the above types of required services);
- Statement of qualifications and personnel description;
- Maximum costs to complete phases for the aforementioned Tasks

### **Evaluation Criteria**

The Evaluation of all proposals will be based upon the following items:

- Capacity to undertake the requested services;
- Background and experience of personnel who will be involved in the project with designation of Project Manager who will attend most meetings;
- Past experience and knowledge of the area; and
- Costs (Although cost will be a consideration, primary consideration will be given to the capacity of the individual or firm to provide the services requested).

### **Other Information / Items**

Salisbury Township has the right to reject any or all proposals, or parts of proposals at its discretion. Salisbury Township has the right to conduct negotiations and to request oral presentations. Any questions relative to this Request for Statements of Qualifications and Proposals should be directed to Mr. Randy Soriano, Salisbury Township Manager, at 610-797-4000.

# **CONSULTANT SELECTION CRITERIA**

## **Salisbury Township and Borough of Fountain Hill Revision and Update of Subdivision and Land Development Ordinances**

### **Criteria**

- I. Capacity to undertake the requested services (30 points max)
- II. Background and experience of personnel who will be involved in the project (30 points max)
- III. Past experience and knowledge of the Area (20 points max)
- IV. Costs (Although cost will be a consideration, primary consideration will be given to the capacity of the individual or firm to provide the services requested.) (20 points max)