

Request for Proposal
For
Consulting Services to
Rewrite the Tarentum Borough
Zoning Ordinance

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Request for Proposal for Consulting Services to Revise the Tarentum Borough Zoning Ordinance

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Section 1 –Project Description

A. Purpose

The Borough of Tarentum is inviting qualified planning consultant firms or teams to submit a written proposal in response to this Request for Proposals to provide professional services for the purpose of rewriting the borough's zoning ordinance.

B. Community Background

Tarentum Borough is located in the northeastern corner of Allegheny County along the Allegheny River and close to the borders of Armstrong, Butler and Westmoreland counties. Tarentum's 2005-estimated population was 4,677 residents. This is a decrease of 6.3% from the population as of the 2000 Census. The Borough covers 1.2 square miles and is a mix of residential, commercial and manufacturing use. Tarentum is part of the Highlands School District.

The Borough of Tarentum wants to create a new zoning ordinance and zoning map that will enhance its business and residential core while promoting environmentally sound practices. When the 1985 Tarentum Borough Zoning Ordinance was enacted, several of the challenges currently facing the Borough were not envisioned or accounted for in the zoning regulations. In particular, the creation of duplex or multiple unit buildings out of existing single-family dwellings has placed a strain on the Borough by both devaluing the property and maintaining resident anonymity through the ever-changing renters of these apartments. The availability of off-street parking as defined in the current ordinance is also problematic, and stems from this issue of subdividing single-family houses. Several sections of the current zoning ordinance are not congruent with the Municipalities Planning Code (MPC). For these reasons, the Borough seeks the assistance of a consultant to update and modernize the Borough's zoning ordinance.

Section 2 –Requirements

A. General

Tarentum reserves the right to reject any or all proposals and to select proposals that it deems to be in its best interest. All firms submitting proposals are bound by the deadlines and location requirements of this RFP. All proposals shall remain in effect subject to the Borough's review and approval for a period of sixty (60) days from the deadline for submitting proposals. Any exceptions, or deviations from the scope of work shall be noted and explained in the proposal.

B. Scope of Work

The scope of services attempts to list major tasks as currently envisioned but does not attempt to be highly detailed. There is room for creativity in reaching the desired goals and the approach to be taken is an integrated part of the proposal. A detailed scope of services will be included in the contract.

The Borough Council and administrative staff will be involved in assisting the consultant both to facilitate the process and to keep costs down. The Borough staff will assist in arranging and advertising all public meetings. Most importantly Borough staff will work closely with the consultant in gathering information and in reviewing any work product before it is submitted to any reviewing body. A minimum of two weeks prior to public meetings or workshop should be allowed for the staff to review and comment on drafts.

Unless specifically noted otherwise the consultant shall be responsible for performing all of the following tasks.

C. Goals of the Project

The intent of this project is to revise the Borough's land use and development regulations in order to reflect the goals and objectives stated in the Tarentum Borough Comprehensive Plan, which was adopted in 2009 and can be found at www.tarentumboro.com.

The Borough plans to actively engage the community throughout the process of rewriting the zoning ordinance. It is expected that public meetings in addition to regularly scheduled Council meetings shall convene to discuss the proposal. These meetings shall discuss the consultant's approach to the project and information about the changes to be made. In accordance with the MPC, a public hearing to discuss the preliminary changes to the zoning ordinance will take place. As mandated by the MPC, a public hearing will take place to present the final zoning ordinance and allow for public comment.

The contents of the new ordinance will include at minimum the following:

- A statement of how the goals of the Comprehensive Plan are integrated into the Zoning Ordinance
- Guidelines for interpreting the zoning ordinance, which will include a section of terminology in the ordinance and definitions
- Regulations for the permitted land and surface water uses; including planned residential districts (PRD's)
- Regulations for the height, size, bulk, erection, alteration and removal of structures
- Regulations establishing the minimum areas and dimensions of land to be occupied by structures and uses
- Procedures for granting and denial of special exceptions and variances by the Zoning Hearing Board (ZHB)
- Regulations on nonconforming uses
- Regulations for the usage of signs and lighting
- Procedures for granting and denial of conditional uses
- Procedures for adoption and amendment to the zoning ordinance
- Procedures for requesting the rezoning of a property

- An updated zoning map, to meet the requirements of the MPC and reflective of new changes and/or districts

Timeline

The new zoning ordinance is long overdue for the Borough. It is the Borough's desire to move forward with the document in an efficient way that still allows for a thorough public input process. Consultants shall develop a schedule for the completion of all above stated tasks.

Section 3 –Proposal Submission

Proposals should include the following information:

1. Letter of Transmittal. This letter should outline the firm's understanding of the project. It must affirm qualifications for professionally and expertly conducting the work as understood. An authorized official empowered to commit the firm to a contractual arrangement with the Borough must sign the letter.

FAILURE TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF TRANSMITTAL SHALL BE GROUNDS FOR IMMEDIATE CANCELLATION ON ANY CONTRACT ENTERED INTO BETWEEN THE BOROUGH OF TARENTUM AND THE FIRM WITHOUT PAYMENT OF WORK COMPLETED.

2. Profile of the Firm. This should indicate the firm's professional experience in conducting work of the nature sought by this RFP. It should also include:
 - Location of firm's office that will provide services
 - The names of principal and key personnel who will be assigned to the project
 - Professional resumes of each key member of the project team
 - A brief reference list of municipalities served by the firm
 - Any other information describing the firm may be included if it relates to the expertise of the firm when doing comparable work.

3. Explanation of Work to be Performed. Provide a detailed description of the firm's approach to the project broken down by task. Included in this section may be a discussion of any substantive or innovative ideas used in any other similar projects, which you feel is applicable to this project.

Section 4 –Evaluation of Proposals

The Borough will evaluate all proposals based on the following criteria:

1. Expertise and Experience

To be determined by:

- The overall experience of the firm in conducting similar work
- The credentials and professional level of the individuals proposed to complete the project
- Completeness of proposal and adherence to the information requested in this RFP

2. Procedure and Methods

The methods and procedures proposed to conduct the requested work. This includes evaluation of the soundness of the approach relative to the techniques for collecting and analyzing data, sequence and relationships of major steps and methods for managing the work to ensure timely and orderly completion.

3. Cost

The cost shall be evaluated relative to the number of hours of professional consulting services and the overall expertise of the firm's personnel. The price quoted shall be a "not to exceed price." Please see section 5 for further detail.

4. Consultant Interview

From the submitted proposals, the Borough will invite some or all of the candidates for interviews. As part of the interviews, consultants should be prepared to answer questions related to their work experience and their proposals. It is anticipated that the interview will be scheduled within the last two weeks of June 2010.

Section 5 –Payment to Selective Contractor

Payments for completed services will be issued upon presentation of an invoice summarizing work completed. A ten (10) percent retention will be withheld on the final request for payment pending the completion of all requirements.

Section 6 –Price Proposal

The following page is to be completed and submitted with the proposal. All sections must be completed.

Not to Exceed Price Proposal

**Borough of Tarentum
Zoning Ordinance Revisions**

Name of Firm/Company: _____

Date: _____

TASK	COST
Zoning Ordinance	_____
Zoning Map	_____
Cost of Reproductions and Copies	_____
TOTAL FOR PROPOSAL	_____

Contact Information

Name: _____

Contact Person: _____

Address: _____

Address: _____

City, State: _____ **Zip Code:** _____

Phone: _____

Fax: _____

Email: _____