

**REQUEST FOR PROPOSAL AND QUALIFICATIONS
PROFESSIONAL/CONSULTING
SERVICES FOR THE CITY OF BEAVER FALLS OF BEAVER COUNTY**

FEBRUARY 2010

Background

The City of Beaver Falls, Pennsylvania, seeks proposals for Zoning & Planning Consultation Services. The City of Beaver Falls is governed by an elected Council of five City residents including a Mayor who make final decisions of governing the City to the terms of the Commonwealth of Pennsylvania Third Class City Code and guided by the City Council appointed City Administrator through recommendations. An elected Controller and Treasurer assume financial responsibility for the City and both are non-voting members of Council. The purpose of this Request for Proposal and Qualifications (Request) is to select engineering, architectural, and/or consulting firm(s) to provide such services for the City of Beaver Falls (City).

Like most Western Pennsylvania communities the City of Beaver Falls historically an industrial town, is plagued with aging populations, demanding transportation systems, failing infrastructure. Yet the community home to 9,920 offers affordable housing, conveniences of small town living, scenic views, a school district, police force, fire department, and Geneva College.

The City of Beaver Falls adopted a Comprehensive Plan in 1979. The City is looking for a new unique implementable comprehensive plan that will comply with all state and local requirements while meeting the needs and future needs of the City.

The City has a Zoning Ordinance adopted in 1996. The ordinance is hard to enforce due to document and supporting plans inconsistency. The City would like to approach the new ordinance with a tactical procession allowing them to simplify administration and enforcement actions.

Services Required

The consultant will conduct the following project activities in consultation with the City Administrator and assigned staff. The final products will be a Zoning Ordinance with Map and Comprehensive Plan in compliance with Pennsylvania Municipal Planning Code and all Federal, State, and Local laws and regulations.

The consultant for this Proposal will outline for the City their firms approach to these projects being sure to include for each; an overview, schedule, and budget.

Evaluation Criteria

Responses will be evaluated and a selection(s) will be made on the basis of the following equally rated criteria:

1. Background and capabilities of the firm.
2. Experience of the firm's staff assigned.
3. Experience of the firm in providing similar services.
4. New and creative approach.

Respondents should submit materials that allow for an evaluation of its ability to provide the requested services based on the criteria listed above. Respondents shall also submit a budget proposal. The budget proposal should include a cost for completion of Zoning Ordinance with Map, Comprehensive Plan, and both documents together.

Type and Term of Contract

The contract(s) that may be let as a result of this Request will be though December 31, 2010. Proposals may be requested for specific projects from the firm or firms selected from this Request. The City reserves the right to reject any or all proposals, waive formalities, and select the engineering, architectural, and/or consulting firm that best meets the needs of the City. The City reserves the right, within reason, to request additional information during the evaluation period and/or modify tasks.

Miscellaneous

1. Respondents shall submit two copies of their Letters of Proposal and Qualifications no later than **11:00 AM**, April 1, 2010 to the following address:
Stephen Johnson, City Administrator
City of Beaver Falls
715 15th Street
Beaver Falls, PA 15010
2. Respondents shall submit all questions in writing to Eva Harris, Codes Enforcement Officer same address as above. Ms. Harris will respond in writing to all proposal of record by Friday, March 19, 2010.