

COUNTY OF



ALLEGHENY

**REQUEST FOR QUALIFICATIONS:
MUNICIPAL PLANNING CONSULTANT SERVICES
24 June 2014**

The Planning Division of Allegheny County Economic Development (ACED) is requesting qualifications from Proposers to provide municipal planning consultant services to the Division. The requested services are described below.

SCOPE OF SERVICES – GENERAL DESCRIPTION. The Proposer will assist ACED on an as-needed basis by reviewing and providing written reports on applications for proposed official maps, municipal zoning ordinances, zoning maps, subdivision and land development ordinances, land use assumptions reports, comprehensive plans and amendments and updates to all of the aforementioned, as required by the Municipalities Planning Code (MPC; Act of July 31, 1968, P.L. 805, No. 247, as amended).

Responsibilities include but are not limited to the following:

1. The Proposer shall be available to work on an as-needed basis.
2. The Proposer shall be responsible for reviewing applications as described above, completing the written report, and returning the report in final draft form to ACED not less than four (4) consecutive business days prior to the MPC-mandated review deadline.
3. The Proposer shall be responsible for collecting applications that require review from ACED together with any materials needed to conduct the review; and returning all such materials to the Division in a timely manner.
4. The Proposer shall be responsible for providing his/her own transportation.
5. The Proposer shall keep good records of all costs and expenses of whatever nature for which County funding has been provided under the provisions of the contract, if awarded.

MINIMUM QUALIFICATIONS. Minimum qualifications for Proposers are as follows:

1. Three years experience reviewing proposed municipal land use ordinances in Allegheny County.
2. Thorough knowledge of the Municipalities Planning Code and its application.
3. Familiarity with sound and current planning practices.
4. Excellent written communication skills.
5. AICP certification preferred.

INSTRUCTIONS TO PROPOSERS. Submit three (3) copies of the complete application with qualifications as follows:

1. Applications must be in a sealed envelope and marked "Attention: Planning Division - RFQ Municipal Planning Consultant Services".
2. All applications must be received by no later than 3:30 PM, 21 July 2014.

Page 1 of 2

3. No faxed, emailed, or telephone applications will be accepted.
4. The mailing address for applications is:

Kay Pierce, Manager
Allegheny County Economic Development
Chatham One, Suite 900
112 Washington Place, Pittsburgh, PA 15219.

SUBMITTAL REQUIREMENTS. Applications should be prepared simply and economically, providing a straight forward, concise description of the Proposer's ability to provide the required services. Emphasis should be on completeness and clarity of content. Proposers are strongly encouraged to provide **relevant** work examples.

ACED will evaluate all responses to determine which Proposers have the experience and qualifications that are most suited for this project. ACED may request personal interviews with the most qualified Proposers or may request one or more prospective Proposers to submit detailed proposals, which may include but is not limited to the following:

1. Work program detailing:
 - a. Proposer's ability to meet the "as-needed" requirement of the scope of services.
 - b. Proposer's understanding of the tasks to be performed.
 - c. Proposer's understanding of ACED's role.
2. Identification of key personnel to be assigned to the project and their roles, with resumes of all key personnel.
3. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.

TERMS AND CONDITIONS. ACED reserves the right to:

1. Withdraw the RFQ at any time.
2. Reject any and all applications.
3. Request clarification of information submitted.
4. Request additional information from any Proposer.

Neither the County nor ACED shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to the RFQ.

The RFQ is available on the County's website (www.alleghenycounty.us); the Pennsylvania Planning Association (PPA) website (<http://planningpa.org/resources/rfps-rfqs/>); or may be obtained from ACED by contacting Andrew Hartwell at 412-350-1360 or by e-mail at andrew.hartwell@alleghenycounty.us