

## **Horton Township**

Brockport, PA

Request for Proposals  
for Development of a Zoning Ordinance and Zoning Map  
Horton Township of Elk County, PA

**Submission Deadline:** January 27, 2026

### **I. Introduction**

Horton Township is in Elk County, Pennsylvania. It has a population of approximately 1,365, and a total area of approximately 57.1 square miles. The Township is seeking proposals from qualified planning and zoning consultants to provide the professional planning services necessary to develop a zoning ordinance and zoning map. The Township does not currently have a zoning ordinance and does not have a municipal comprehensive plan. The project will include the identification of future land use goals and community development objectives needed to support the zoning ordinance.

A Steering Committee consisting of the Township Supervisors, key stakeholders, and residents will be formed to guide the process.

### **II. Primary Objectives**

The zoning ordinance should address the following issues:

1. The Township has a substantial amount of undeveloped and underdeveloped land. There has been some recent development in the Township and surrounding municipalities. The Township desires to exercise greater control over placement of future development, with the goal of preserving the current quality of life enjoyed by residents.
2. The Township is primarily a single-family residential community. It is bisected by US 219 which has an average daily traffic flow of over 5,000 vehicles much of which is heavy commercial traffic. Much of the land beyond the route 219 corridor is undeveloped or underdeveloped. The Township is concerned about the current proximity of various land uses without zoning guidelines. Further, the township is concerned about the potential future development of industries incompatible with the properties in the current residential corridor. Warehousing, distribution facilities, energy development sites, waste facilities, seasonal residences, and overnight accommodations are further concerns.

3. The Township desires to protect residential land uses from incompatible development. The zoning ordinance should appropriately locate and include reasonable regulations for solar farms, wind energy facilities, manufacturing, salvage operations, energy production sites, and other heavy commercial and industrial uses.

### **III. Scope of Services**

The selected consulting firm will work closely with the Township Supervisors, Township staff and the Steering Committee throughout the project. The consultant will:

- Adhere to all requirements of the Pennsylvania Municipalities Planning Code (MPC) and its amendments, as well as relevant case law.
- Meet/conference call regularly with Township Supervisors and Steering Committee for project review and status updates.
- Prepare all necessary advertisements and correspondence pursuant to the Pennsylvania Municipalities Planning Code (MPC) and the Pennsylvania Sunshine Act.
- Public Outreach: Develop and implement a public outreach strategy designed to inform the community, solicit meaningful input, and build consensus among key stakeholders, including but not limited to, the Township Board of Supervisors, civic leaders, private landowners, the local business community, and Township residents.
- Identify and Evaluate Existing Land Uses: The consultant will utilize Elk County tax parcel records, aerial mapping, or an alternative method approved by the Township to identify and map current land uses and identify general land use patterns.
- Develop a Future Land Use Plan and Identify Community Development Objectives: Future land use goals and community development objectives will be developed in consultation with the Township and Steering Committee and from the results of the public participation efforts. They will consider the following:
  - Areas anticipated to experience development and growth pressures.
  - Developmental constraints including natural features, agricultural areas, environmentally sensitive areas, and critical resources.
  - Current residential and recreational areas.
  - Input from the Township and the public.

- A Future Land Use Map will be prepared that identifies areas where growth and development are to be encouraged, as well as the type of growth desired (commercial, residential, mixed-use, industrial, etc.). The Future Land Use Map will also identify areas where preservation of existing land use(s) is desired by the Township. The consultant will recommend zoning district types and corresponding district boundaries.
- Develop a Zoning Ordinance and Zoning Map: The consultant will prepare drafts of the zoning ordinance, including graphics as needed, for review by the Township Supervisors, Township staff and the Steering Committee. The review process will culminate in a final version to be acted upon by the Board of Supervisors. The zoning ordinance will reflect the Township's future land use goals and community development objectives. In addition to drafting the ordinance, the consultant will provide an official zoning map that is reflective of the ordinance, and which is highly legible and user-friendly.
- Adoption Process: The consultant will be responsible for codification of the final ordinance and will coordinate with Township Staff and the Township Solicitor to initiate the review and adoption of the final ordinance in accordance with applicable timelines, including review by the County Planning Commission and other entities.
- Design a project completion schedule that balances a detail-oriented process with the Township's need to position itself for development in the immediate future.

Final deliverables will be submitted in accordance with an approved Project Completion Schedule and include a complete zoning ordinance and map ready for enactment in both paper and electronic form. The specific form and number of deliverables shall be subject to further discussion with the selected consultant.

#### **IV. Submission Requirements**

Consultants shall submit three (3) hard copies and two (2) electronic copies of the proposal to the Horton Township Municipal Building, addressed as follows:

Horton Township  
ATTN: P.J. Piccirillo  
5275 Route 219  
Brockport, PA 15823

Submissions must be **received** by 5:00 PM, local prevailing time, on January 27, 2026.

Please mail or hand-deliver a hardcopy of your proposal to the above address and send via email.

At minimum, all submissions should include the following:

**1. Letter of Transmittal**

Include the consulting firm's name, mailing address, and nearest office location; identification of the contact person for the consulting firm, including all contact information; and a statement that the submission is in response to the Horton Township Zoning Ordinance RFP.

**2. Consulting Firm's Experience**

- a. A brief history/bio on the consulting firm (maximum 2 pages in length).
- b. A narrative describing why the firm's skill set is appropriate for meeting the project's primary objectives and how the firm will approach the project.
- c. Examples of recent work similar in nature.
- d. Any consultant suggestions for how the scope of work may be enhanced, including details of same.
- e. Minimum of three (3) references including contact information for similar work. Consulting firm should specify the roles held/work performed by key personnel included in the proposal.

**3. Key Personnel**

Detail individual work experience, resumes, and anticipated roles of all personnel assigned to this project. If the consulting firm expects to retain sub-consultants for this project, the aforementioned information for sub-consultants should be provided in an appendix at the end of the proposal.

**4. Timeline / Project Completion Schedule**

Include a proposed project completion schedule that provides a timeline of anticipated dates of completion for each step of the planning process.

**5. Technical Proposal**

Detail a proposed work plan in a format acceptable for use as the final Scope of Services in the contract between Horton Township and the consultant.

**6. Estimate of Cost**

Detail the estimated cost of each of the tasks defined in the proposed scope of services, including number of hours; hourly rates for principals, project managers, and other personnel assigned to each task; and any related expenses, such as travel. If Section 2 (Work Experience) included suggested enhancements to the scope of services, detail the estimated cost of these as well.

All proposals shall remain effective subject to the Township's review and approval for a period of ninety (90) days from the submission deadline. Proposals will be handled confidentially during the pre-award process.

All documents/information submitted in response to this solicitation may be available to the general public pursuant to Right-to-Know laws. The Township will not be responsible for any costs associated with the oral or written presentation of proposals. The Township reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting proposals. The Township reserves the right to re-solicit proposals.

## **V. Selection Criteria and Procedures**

Proposals will be evaluated and a consultant will be selected based on the following criteria listed in order of importance:

- The relevant qualifications, skills, and experience of the consulting firm in performing work requested herein and working with communities similar in size and character to the Township.
- The qualifications, skills, and experience of personnel to be assigned by the consulting firm to the project.
- The consulting firm's proposed scope of work and approach, methods, etc. to carry out the project. Proposals will be competitively judged on the quantity, quality, and value of the proposed work approach and final product.
- The ability of the consultant to meet the expected project completion schedule.

Following a review period, a list of consultants will be asked to schedule and make presentations to a consultant selection committee. The Township reserves the right to interview any or all of the applicants submitting a proposal.

It is anticipated that consultant selection will occur within 90 days of the RFP deadline. This timeline may change subject to any opportunities for the Township to secure grant funding to assist with this project.

## **VI. Requests for Information**

Requests for information should be submitted via email to:

Email digital submissions to PJ Piccirillo, Township Supervisor, Chair, at [pjpwriter1@gmail.com](mailto:pjpwriter1@gmail.com) . Please request Read Receipt to ensure email was delivered.

**Email submissions of requests for information are preferred.**

No verbal instructions or verbal information to interested parties will be binding on the Township. The written specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the deadline for submission of proposals. Should any alterations to the specifications be made, written addenda will be mailed and/or emailed to all interested parties. These addenda shall be considered to be part of these specifications.