



REQUEST FOR PROPOSALS PROFESSIONAL SERVICES

ZONING ORDINANCE AND
SUBDIVISION & LAND DEVELOPMENT ORDINANCE (SALDO) UPDATES

CITY OF LOCK HAVEN
20 E CHURCH STREET
LOCK HAVEN, PA 17745

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**REQUEST FOR PROPOSALS (RFP)
ZONING ORDINANCE AND SUBDIVISION & LAND DEVELOPMENT ORDINANCE (SALDO) UPDATES
CITY OF LOCK HAVEN, CLINTON COUNTY, PENNSYLVANIA**

The City of Lock Haven proposes to use approved PA Department of Community and Economic Development grant funds to complete an update to the city's Zoning Ordinance and Subdivision & Land Development Ordinance (SALDO), as detailed in the scope of work. It should be recognized by all proposers that the Request for Proposals might exclude some minor, incidental responsibilities not currently identifiable.

Proposals will be ranked in accordance with specific rating criteria identified in this RFP and should include a completed Standard Planning Estimate. Proposers must submit three (3) copies of their proposals as follows: one bound copy, one unbound copy, and one electronic version. Proposals must be mailed through the United States Postal Service, emailed, and/or dropped off to:

Gregory Wilson, City Manager
aroberts@lockhavenpa.gov
City of Lock Haven
20 E. Church Street
Lock Haven, PA 17745

All proposals shall be marked on the outside, "Zoning Ordinance and SALDO Updates." Proposals must be received by 4:00 P.M. prevailing time, February 26, 2025, at which time they will be publicly opened at City Hall Council Chambers, 20 East Church Street, Lock Haven, PA 17745.

Questions regarding this proposal should be directed to:

Abigail Roberts
Planner & Development Coordinator
20 East Church Street
Lock Haven, PA 17745
570-893-5903
aroberts@lockhavenpa.gov

The City of Lock Haven is seeking the services of a consultant (or team of consultants) to rewrite the city's Zoning Ordinance and Subdivision & Land Development Ordinance (SALDO).

Project Description

The City of Lock Haven has recently completed their 2021 comprehensive plan update, [Destination Lock Haven](#), and has recognized the need to update their current zoning ordinance and SALDO. The ordinance updates shall be consistent with the comprehensive plan.

With a population of 8,108 and land mass of approximately 2.50 square miles, the city has land uses of residential, industrial, and commercial. The city's [zoning ordinance](#) is from 2008 and the [SALDO](#) was most recently revised in 2003, warranting a full rewrite.

Major objectives looking to be addressed in the ordinances:

- Adhere to all requirements of the Pennsylvania Municipalities Planning Code (MPC) when developing both ordinances
- Modernize definitions and requirements found throughout the ordinances
- Reduce the number of zones, especially within residential uses
- Expand the range of accepted residential uses, including ADUs, and redevelopment options
- Introduce form-based codes to feasible zones
- Evaluate the addition of a mixed-use overlay zoning district along major corridors to encourage diverse developments without impacting surrounding neighborhoods
- Incorporate mixed-use land uses to create a more dynamic town center atmosphere
- Evaluate the need for overlay districts for the city's Historic District, Airport, and University

Services to be Provided

The consultant to be hired will provide the full range of planning services necessary for the completion of the ordinances. The consultant will be asked to develop the ordinances based upon community/stakeholder engagement and the objectives found in the comprehensive plan. Interested consultants are asked to submit a scope of work describing their approach, methods, etc. for carrying out the prescribed work.

The consultant will deliver to the city complete zoning ordinance and SALDO document(s) ready for adoption. Documents will be provided in print form in a quantity to be agreed upon during the contracting agreement and in digital format for upload onto the city's websites.

Interested consultants should involve a multi-disciplinary team capable of successfully completing the requested tasks either through their own firm or by cooperating with other firms.

The City of Lock Haven highly recommends reviewing the 2021 comprehensive plan document prior to submission. The document can be found at:

<https://lockhavenpa.gov/residents/comprehensive-plan/>

Budget and Partnerships

The City of Lock Haven has received grants through the PA Department of Community & Economic Development (DCED) Community Development Block Grant (CDBG) and Strategic Management Planning Program (STMP). The city has budgeted \$130,000 for this project.

Completion Schedule

It is expected that the consultant will complete its tasks within 14 months of execution of a contract.

Contractual Requirements

Because the project is funded by grants from the PA Department of Community and Economic Development, the consultant must comply with grant-mandated requirements to be included in the consultant contract.

Change orders adding scope of work shall not be permitted unless the work topic is initiated by the municipality.

MBE/WBE Goals

It is the public policy of the City of Lock Haven, to promote the opportunity for full participation by minority and women's business enterprises ("MBE's" and "WBE's") in all housing and community development programs receiving funds from the Pennsylvania Department of Community and Economic Development.

The City of Lock Haven has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises (MBE) and three percent (3%) for Women Business Enterprises (WBE) of the total cost of the construction contract.

Selection Criteria

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

1. Relevant qualifications and experience of the consultant(s) in performing work and qualification of personnel to be assigned to the project **(15 points)**
2. Approach to the scope of work including suggestions to bolster the project **(25 points)**
3. Incorporation of community and stakeholder engagement tactics **(25 points)**
4. Proposed timeline for the project and the ability of the consultant(s) to meet that proposed timeline **(15 points)**
5. Compensation **(10 points)**
6. Proposer's commitment to the City of Lock Haven's MBE/WBE Goals **(10 points)**

Proposal Content

Consultant proposals must include:

- Brief description of the consultant firm (s).
- Description of relevant work experience, capabilities, skills, and expertise which qualify the consultant(s) to undertake the project. Please include relevant, recent client references
- Personnel assignments with resumes showing individual work experience, skills, and expertise
- A proposed scope of work detailing approach and methods to carry out the project. This should include efforts to engage the community and stakeholders in the project
- Detailed project budget (including contingencies for unforeseen barriers)
- Proposed work schedule (including contingencies for unforeseen costs)

Selection Procedures

The city will consider consultant suggestions for alterations to the work scope that would be in the city's interest and not vary from the essential goals and objectives outlined in the RFP. Alterations could be considered in developing a final scope of work for contract with the selected consultant.

Submitted proposals will be considered and ranked by the Lock Haven City Planning Commission and City Staff. If necessary, a short list of consultants will be asked to schedule and make presentations to a consultant selection committee.

It is anticipated that consultant selection will occur within 15-45 days of the RFP deadline. It is the intention of the City of Lock Haven to complete contracting and begin the project immediately following consultant selection.

Proposal Submission

Three (3) copies (one bound copy, one unbound copy, and one electronic copy) of the proposal must be submitted to:

Gregory Wilson, City Manager
aroberts@lockhavenpa.gov
City of Lock Haven
20 E. Church Street
Lock Haven, PA 17745

Proposals must be received no later than **4:00 PM, February 26, 2025**, to be eligible for consideration.

Questions and clarifications will be answered via email on February 19, 2025 to all RFP holders. All emails must be received before February 18, 2025 and sent to:

Abbey Roberts, Planner & Development Coordinator
aroberts@lockhavenpa.gov