

# **PERRY TOWNSHIP**

680 Moselem Springs Road  
Shoemakersville, PA 19555-9415

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## **REQUEST FOR PROPOSAL (RFP) PERRY TOWNSHIP ZONING OFFICER**

### **I. SCOPE OF SERVICES AND MINIMUM QUALIFICATIONS**

- A. The Scope of Services required under this RFP includes serving as the Township's Zoning Officer to enforce the Perry Township Zoning Ordinance
- B. The selected professional firm will also be expected to attend Supervisor's Meeting held on the 2<sup>nd</sup> Tuesday of each month at 7:30pm, as well as special meetings requested.
- C. The appointed firm is also expected to review subdivision and land development submissions for compliance with Zoning Ordinance and attend Planning Commission Meetings as requested. The Planning Commission Meetings are held on the 1<sup>st</sup> Wednesday of each month at 7:30 pm.
  - 1. The named Zoning Officer is expected to participate in ordinance review by the Planning Commission as well as initiate recommended changes to ordinances.

### **II. DUTIES AND RESPONSIBILITIES:**

- A. Administer the zoning ordinance and issue permits only where there is compliance with the provisions of the zoning ordinance.
- B. Conduct inspections and surveys as prescribed by the governing body or ordinance to determine compliance or non-compliance with the terms of the zoning ordinance.
- C. Enforce the zoning ordinance, including the issuance of enforcement notices and, where authorized by the governing body, the filing of summary citations with the magisterial district judge, and keep records of all enforcement activities.
- D. Perform a review of applications for conditional uses, special exceptions, and variances for compliance with the zoning ordinance, and provide testimony at hearings on such applications. Where directed by the governing board, the zoning officer may be charged with receiving appeals and applications for conditional uses, special exceptions, and variances, forwarding them to the governing body or the zoning hearing board, as appropriate, scheduling hearings, advertising, posting notices, and issuing written notices of the hearings.

E. Perform a review of applications for subdivision and land development for compliance with the zoning ordinance, and provide review comments to the planning commission and governing body.

F. Upon the request of the planning commission, governing body, or zoning hearing board present facts, records or information to assist in making decisions.

G. When required by the zoning ordinance, identify and register nonconforming uses and structures and record the reasons for the nonconforming status.

H. Where authorized by the governing body, to take action on behalf of the municipality in any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, demolition, maintenance, or use of any building or structure, to restrain, correct, or abate such violation so as to prevent the occupancy or use of any building, structure, or land, or to prevent any illegal act, conduct, business, or use in or about such premises.

I. Revoke by order a permit issued under a mistake of fact or contrary to the law or the provisions of the zoning ordinance.

J. Keep records of all applications and plans for permits and the action taken thereon.

K. Maintain a map or maps showing the current zoning districts and overlay districts for all the land within the municipality. Upon request – via permit applications, or verbal and/or written requests – the zoning officer shall make determinations of any zoning map district boundary question.

L. Upon request, issue preliminary opinions under Section 916.2 of the Municipalities Planning Code.

M. Must be capable of working with the Township Solicitor's and Engineer's offices as well as with the Township Board of Supervisors and its staff as needed.

N. Must be able to work with outside regulatory agencies such as but not necessarily limited to: The Pennsylvania Departments of Environmental Protection, Labor and Industry, Transportation, Conservation and Natural Resources; Berks County Conservation District and any other local, State and/or Federal agencies.

### III. SELECTION PROCESS

A. Interested professional firms will provide written statements of qualifications (SOQs) to the Township based on the minimum requirements and information in this RFP.

B. Perry Township will review and rank all SOQs based upon the minimum criteria established in this RFP

C. Firms will be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's fee structure, a check of reference, etc.

D. The final determination will be made by the Perry Township Board of Supervisors for appointment. The Board of Supervisors reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the Township. The Board of Supervisors reserves the right to make an appointment in the best interest of the Township and to appoint the professional firm(s) that it determines would best serve the Township's needs, which shall remain within the sole discretion of the Township Board of Supervisors.

#### IV. SOQ CONTENT

The SOQ must include the following:

A. Cover Letter: All SOQs must include a cover letter to the attention of Rochelle Dreibelbis, Township Administrator, and be signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the professional firm's name, the names of local partners/principals and the number of local personnel, address and telephone and fax numbers for the agency and email addresses of the person(s) who are authorized to represent the proposer.

#### B. Personnel

1. The names of the partners, managers and individual staff member who will serve as the primary Zoning Officer.
2. Provide resumes and indicate their experience in providing Zoning Services.

#### C. References

1. List of Pennsylvania local government jurisdictions where your firm presently serves as a provider of zoning services.

#### D. Fees

1. The Township follows a Fee Schedule which is charged by the Zoning Officer. If additional services such as travel, copying, phone calls or other charges will be billed in addition to the proposed professional firm's typical fees, such should be indicated within the SOQ.

#### E. Conflict of Interest

1. The successful firm(s) shall not have conflicts of interest with the Township, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the SOQ submission. Also, the selected consultant(s) will be expected to decline working for developers and builders and/or private clients of the professional firm who do business in Perry Township.

## V. PROPOSAL SUBMISSION

An original, clearly marked as the “ORIGINAL” and three (3) full, complete and exact copies of each proposal shall be submitted in sealed envelopes and must be marked with the “Proposal for Zoning Officer- 2022” and addressed to:

**Township Administrator  
Perry Township  
680 Moselem Springs Road  
Shoemakersville, PA 19555**

The proposal must be received no later than **December 1, 2021**.

**Faxed proposals will NOT be accepted**

Questions can be forwarded to [perrytwshpmunbld@comcast.net](mailto:perrytwshpmunbld@comcast.net)