

REQUEST FOR PROPOSALS (RFP)
ZONING OFFICER SERVICES



HAMILTON TOWNSHIP

Board of Supervisors

Township Formed August 29, 1810

272 MUMMERT'S CHURCH ROAD

ABBOTTSTOWN, PA 17301

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Hamilton Township

Adams County, Pennsylvania

272 Mummerts Church Road

Abbottstown, PA 17301

717-259-7237

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REQUEST FOR PROPOSALS (RFP)
ZONING OFFICER SERVICES

Hamilton Township, Adams County, invites proposals from qualified individuals or firms to serve as the appointed Zoning Officer for the Township. The Zoning Officer will administer and enforce the Township’s Zoning Ordinance, ensuring compliance with all applicable regulations.

RFP SUBMISSION REQUIREMENTS:

Qualified candidates are encouraged to submit proposals demonstrating their experience and capabilities. Submissions should include:

1. **Transmittal Letter**
 - A statement of interest, qualifications, and a commitment to perform the required duties within the specified time frame.
2. **Qualifications and Experience Information**
 - Primary office location.
 - Resume of the individual or team providing services, highlighting relevant zoning and municipal experience.
 - A list of municipalities or agencies previously served, including contact information for three references.
3. **Fee Schedule**
 - Provide a proposed schedule of fees for services, including hourly rates and any retainer requirements.
4. **Insurance**
 - Proof of professional liability and general liability insurance coverage.
5. **Submission Instructions**
 - Submit six (6) copies of the proposal by **3:00 PM on Tuesday, December 31, 2024** to:

Hamilton Township, Adams County

Attn: Board of Supervisors
272 Mummerts Church Road
Abbottstown, PA 17301

BASIS FOR SELECTION

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
 - Demonstrated knowledge of zoning ordinances and enforcement procedures.
 - Timeliness and capacity to provide services.
 - Absence of conflicts of interest.
 - Cost of services, though cost will not be the sole determining factor.
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SCOPE OF SERVICES

The appointed Zoning Officer will be responsible for the following duties:

1. Administrative Duties:

- Review zoning permit applications for compliance with the Zoning Ordinance.
- Issue zoning permits and maintain accurate records.
- Prepare and issue notices of zoning violations and enforce compliance with Township regulations.
- Preparing Planning Commission (PC) meeting packets and work with the Township Secretary to develop meeting agendas.

2. Support to Boards and Committees:

- Attend Zoning Hearing Board meetings and provide relevant reports or recommendations.
- Attend Planning Commission meetings to provide input and guidance on zoning and land use matters.

3. Public Interaction:

- Respond to inquiries from residents, developers, and property owners regarding zoning requirements.
- Provide assistance in interpreting the Township's Zoning Ordinance.

4. Reporting Responsibilities:

- Provide a detailed monthly activities report to the Board of Supervisors at their regular monthly meeting.

5. Other Duties:

- Assist with amendments to the Zoning Ordinance or map as requested.
- Perform other related tasks as required by the Board of Supervisors.

RESPONSIBILITIES OF THE TOWNSHIP

1. Provide relevant data, reports, and materials necessary to fulfill the duties of the Zoning Officer.
2. Offer administrative support and access to Township facilities as needed.

TERM OF AGREEMENT

The agreement will be for a one-year term, renewable annually unless terminated by either party with 30 days' written notice.

COMPENSATION

1. **Basic Services:** Compensation will be based on the agreed-upon fee schedule.
2. **Additional Services:** Fees for additional or specialized tasks will be negotiated in advance.
3. Monthly invoices must include detailed descriptions of services rendered.