

COUNTY OF



ALLEGHENY

SARA INNAMORATO  
COUNTY EXECUTIVE

**ALLEGHENY COUNTY ECONOMIC DEVELOPMENT  
REQUEST FOR PROPOSALS  
March 11, 2024**

**PLANNING CONSULTANT TO ASSIST THE COUNTY PLANNING AGENCY WITH REVIEWS AS REQUIRED BY  
THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE**

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

- A. BACKGROUND.** Allegheny County is a county of the second class whose planning powers are derived from the Pennsylvania Municipalities Planning Code (MPC; Act of July 31, 1968, P.L. 805, No. 247, as amended). Section 304 of the MPC requires all municipalities to forward new and amended plans and land development regulations to the County Planning Agency for an advisory review. ACED, as the County Planning Agency for Allegheny County, provides these reviews and other planning support to 129 of the County's 130 municipalities (the City of Pittsburgh is exempted from the MPC).
- B. SCOPE OF SERVICES – GENERAL DESCRIPTION.** The Proposer will assist Planning Division staff by reviewing and providing written comments on proposed municipal comprehensive plans, zoning ordinances, zoning maps, subdivision and land development ordinances, official maps, and land use assumption reports, and amendments and updates to all of the aforementioned. Responsibilities shall include but are not limited to the following:
1. Review submittals as described above for consistency with the MPC and with *Allegheny Places*, the Allegheny County comprehensive plan.
  2. Provide written reports for reviews not less than four business days prior to the 45-day review deadline mandated by the MPC.
  3. Attend meetings with staff, as necessary.

The Planning Division currently has limited staff available to support the consultant and will rely on the personnel, experience, and expertise of the consultant to ensure completion of the work.

Services shall include the following deliverables:

1. Written reports for each review submittal.
  2. Other reports and findings, upon request.
- C. MINIMUM QUALIFICATIONS.** Minimum qualifications for Proposers are as follows:
1. Five years experience developing, reviewing, or administering municipal land use regulations and comprehensive plans adopted under the authority of the MPC.
  2. Knowledge and understanding of municipal governance as it pertains to land use regulation in Pennsylvania.

3. Thorough knowledge of the Pennsylvania Municipalities Planning Code (Act 247) and other applicable statutes and regulations.
4. Familiarity with *Allegheny Places*, the Allegheny County comprehensive plan.
5. The ability to set goals, analyze problems, generate alternative solutions, and provide recommendations and implementation strategies.
6. Excellent written communication skills.
7. AICP preferred.

**D. SUBMITTAL REQUIREMENTS.** Proposals should be prepared simply and economically, with an emphasis on a straightforward, concise description of the Proposer's ability to provide the required services. All proposals must include at least three **relevant** work examples, in addition 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. Proposer's qualifications, including, all key personnel to be assigned to the project with their roles and resumes.
3. Detailed cost proposal.

ACED will evaluate all responses to determine which Proposal best meet the needs of this work program. At the discretion of the Planning Division, Proposers may be invited to interview.

**E. TERMS AND CONDITIONS.** The County and ACED reserves the right to:

1. Modify, rescind, or revoke this RFP at any time.
2. Reject any or all applications.
3. Request clarification of information submitted.
4. Request additional information from any Proposer.

Neither Allegheny County nor the Department shall be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to the RFP, including delivery of the Proposal or failure to deliver the Proposal as directed by this RFP.

**F. INSTRUCTIONS TO PROPOSERS.** All Proposals must be received at ACED by April 1, 2024, no later than 4:00 PM, in accordance with the following:

1. Four hard copies of the Proposal, including work examples, must be provided. **No faxed or emailed applications will be accepted.**
2. Applications shall be addressed as follows:

Allegheny County Economic Development  
Attn: Matthew T. Trepal, AICP, Planning Manager  
Koppers Building  
436 Seventh Avenue, Suite 500  
Pittsburgh, PA 15219

Questions about the RFP may be submitted by e-mail only to [Matt.Trepal@AlleghenyCounty.US](mailto:Matt.Trepal@AlleghenyCounty.US).