

**UPPER DARBY TOWNSHIP
REQUEST FOR PROPOSALS (RFP)
ZONING HEARING BOARD SOLICITOR**

I. PURPOSE AND INTENT

Upper Darby Township, Delaware County, is requesting proposals for the position of Zoning Hearing Board (ZHB) Solicitor. As Township Zoning Hearing Board Solicitor, the selected Firm will to advise the Zoning Hearing Board on all matters that come before the Zoning Hearing Board in accordance with the Municipalities Planning Code, Upper Darby Zoning Ordinance, and the Upper Darby Township Home Rule Charter.

Timeline:

Tuesday, May 27, 2025	RFP Released
Tuesday, June 10, 2025	Proposals Due by 4:30PM
Friday, June 13, 2025	Finalists Notification
June, 16-19, 2025	Finalist Interviews with ZHB
Friday, June 20, 2025	Award Notification
Tuesday, June 24, 2025	Appointment by ZHB/Agreement Signature

II. PROPOSAL SUBMISSION

One (1) original, seven (7) complete and exact copies, and an electronic version shall be submitted in sealed envelopes and must be marked “Zoning Hearing Board Solicitor” and addressed to:

Rita LaRue, Director
Community & Economic Development
Upper Darby Township
100 Garrett Road
Upper Darby, PA 19082

The electronic version may be emailed to CED@upperdarby.org

The proposal must be received no later than 4:30 p.m. on Tuesday, June 10, 2025.

All information and documents submitted in response to this solicitation shall be available to the general public. The Township reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make investigations as it deems necessary into the qualifications of any and all applicants submitting proposals. The Township reserves the right to re-solicit proposals.

III. SCOPE OF SERVICES

The services may include, but are not limited to:

1. Review and aid in the preparation of legal documents pertaining to the Zoning Hearing Board.
2. Attendance at executive session, regular, special, and continued sessions of the Zoning Hearing Board.
3. Draft opinions for the hearing and delivery of them to the Township within one (1) month of the hearing date.
4. Maintain public decorum during Zoning Hearing Board sessions.
5. Conduct legal research, render legal opinions, and provide expert assistance to the Zoning Hearing Board.
6. Represent the Zoning Hearing Board in litigation.
7. Cooperate with the Township Solicitor regarding any matters pertaining to the Zoning Hearing Board.

Upon termination of service with the Township, the Zoning Hearing Board Solicitor shall surrender all Township property, papers and records, together with written consent to substitute the successor in any pending actions or proceedings.

IV. CONTENT OF PROPOSAL

1. Contact Information
 - a. Provide the name and address of the firm.
 - b. Provide the name, phone number, and email address of the individual responsible for the preparation of the proposal.
 - c. List the names of the firm's partners/principles and all local offices of the firm.
 - d. Identify the location of the firm's main office.
 - e. List of all projects or contracts in which the firm is currently involved with in Upper Darby Township.
2. References
 - a. List of all Pennsylvania local government jurisdictions where your firm presently serves as Zoning Hearing Board Solicitor or provides similar services. Identify the duration of service at each community. The list should include the address, phone number, and point of contact for each client listed.
 - b. Identify up to three (3) non-municipal clients you wish to include as references.

3. Insurance

- a. Detail your professional liability/malpractice insurance coverage applicable to the services described herein. Include insurance certificates summarizing such insurance coverage.

4. Cost of Services

- a. Provide the pricing schedule for services. The rate schedule shall identify rates for all applicable personnel (i.e. professionals, technicians, and support staff).
- b. Identify rates for various types of services as they would apply to the requirements of the Zoning Hearing Board.
- c. Identify the minimum period of time billed for services (i.e. phone calls, conferences, correspondence, travel, etc.).
- d. Detailed monthly activity reports and detailed invoices will be required for payment.

5. Miscellaneous

- a. Please provide a proposed agreement.
- b. Please state any conflict of interest or potential conflict of interest.
- c. Please discuss any other factors which you believe relevant to this proposal.

V. INTERVIEW

The Upper Darby Township Zoning Hearing Board reserves the right to interview in person or through a video conference any or all applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Upper Darby Township Zoning Hearing Board reserves the right to request clarifying information after submission of the proposal.

VI. SELECTION PROCESS

All proposals will be reviewed by Upper Darby Township to determine responsiveness and alignment with budgetary requirements. Non-responsive proposals will be rejected without further evaluation. The Upper Darby Township Zoning Hearing Board will select the successful applicant.

VII. SELECTION AND CONTRACT

As a professional service, the Zoning Hearing Board maintains sole discretion in its selection of the successful applicant. The Township will enter into a mutually satisfactory agreement which will set forth the terms and conditions of the representation. The Township Solicitor shall review and approve the agreement prior to the formal appointment of the successful applicant.

VIII. ADDITIONAL REGULATIONS

Safety and Health Regulations

The Consultant agrees that should they enter into a contract with the Township to perform all or any portion of the work included herein, they will comply with all of the provisions of the U.S. Department of Labor, Occupational Safety and Health Administration, Safety and Health Regulations and with all of the provisions of the Pennsylvania Health and Safety Act, 43 P.S. 25-1, et seq.

Alterations or Modifications

This contract will be under the direct supervision of the Township or its authorized representatives. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the Proposer and the Township authorized representatives and shall be made prior to commencement of the altered or modified work. No claims for extra work shall be allowed unless covered by written agreement.

Dissemination of Information

During the term of the resulting contract, the successful proposer may not release any information related to the services or performance of services under the contract, nor publish any report or documents related to the Township, the account or performance of services under the agreement with prior written consent of the Township; and shall indemnify and hold harmless the Township, its officers, agents and employees from all liability which may be incurred by reason of dissemination, data, documents, or material pertaining to the Township, the account or the contract by the proposer or its agents or employees.

Observance of Laws, Ordinances and Regulations

The Proposer at all times during the term of this contract shall observe and abide by all Federal, State, and Local laws which in any way affect the conduct of the work and shall comply with all decrees and orders of courts of competent jurisdiction. The Proposer shall comply fully and completely with any and all applicable State and Federal statutes, rules and regulations as they relate with hiring, wages, and any other applicable conditions of employment.

Proposal Rejection

Upper Darby Township reserves the right to reject any or all proposals and to accept or reject any part of any proposal. It also reserves the right to waive any technical defects or minor irregularities, which in its discretion, is in the best interest of the Township.