

**ALLEN TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA**

**REQUEST FOR PROPOSALS AND
QUALIFICATIONS
FOR ZONING OFFICER**



Submission deadline: 17th of November, 2025, 4 P.M.

Contact: Ilene M. Eckhart

Allen Township
50 Snow Hill Road | Northampton, PA 18067
Ilene M. Eckhart, Township Manager
Phone No.: (610) 262 – 7012 | Fax No.: (610) 262 – 7012
E-mail: manager@allentownship.org

**PUBLIC NOTICE
REQUEST FOR PROPOSALS
ALLEN TOWNSHIP IS SOLICITING PROPOSALS
FOR
TOWNSHIP ZONING OFFICER**

Allen Township, Northampton County is soliciting proposals and qualifications for the appointment of a Zoning Officer, from qualified individuals or firms. Interested applicants shall provide an individual having a minimum of three (3) years of Municipal Zoning experience. The RFP is available at the Allen Township Municipal Building, 50 Snow Hill Road, Northampton, PA, 18067 between the hours of 9:00 a.m. and 3:30 p.m. Monday through Friday, excluding holidays, or on the Allen Township website: www.allentownship.org.

One (1) clearly marked original and seven (7) clearly marked complete copies (including all attachments) of each proposal shall be submitted and delivered to: Ilene M. Eckhart, Township Manager, at the address listed above, prior to 4:00 p.m. on November 17th, 2025. Envelopes/packages shall be sealed and marked "RFP Zoning Officer".

The Allen Township Board of Supervisors reserves the right to choose the proposal which, in their judgment, is best suited for the intended purposes and reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township reserves the right to resolicit proposals. The Township will appoint one (1) Zoning Officer.

Ilene M. Eckhart, Township Manager
ALLEN TOWNSHIP SUPERVISORS

Morning Call - Wednesday, October 1st, 2025

REQUEST FOR PROPOSALS AND QUALIFICATIONS ZONING OFFICER SERVICES

I. General

A. Introduction and Background

Allen Township is soliciting proposals and qualifications from qualified individuals or firms. The Zoning Officer will provide general zoning services such as, but not limited to, administering zoning permits and enforcing the Township's Zoning Ordinance, ensuring compliance with all applicable regulations. Provide relevant data, reports, and materials necessary to fulfill the duties of the Zoning Officer.

Allen Township has a population of 5,456 (pursuant to the current census), maintains approximately 26 miles of roads, and operates several park facilities.

Being approximately 11.2 square miles in size, the Township is also responsible for operating and maintaining the drainage and stormwater facilities and sanitary sewer infrastructure within the municipal boundaries. The Allen Township Board of Supervisors meets on the second and fourth Tuesday of each month for their regular public meetings. The Allen Township Planning Commission meets on the third Monday of each month.

B. Scope of Services to Allen Township. The Township will direct the selected individual or firm to provide zoning services in the following ways:

1) Administrative Duties:

- Review zoning permit applications for compliance with the Township Zoning Ordinance and other Allen Township Ordinances as outlined in the Codified Ordinances of Allen Township.
- Issue zoning permits and maintain accurate records.
- Computes and collects fees for applications, permits, and hearings.
- Prepare Planning Commission meeting packets and work with the Township Manager to develop meeting agendas.
- Prepare and issue notices of zoning violations and enforce compliance with the Township regulations.
- Provide detailed monthly activities report for the Board of Supervisors during the first regular monthly meeting.
- Assist with establishing and enforcing a landlord/rental program.

2) Public Interaction:

- Attend Zoning Hearing Board meetings to provide relevant reports and or recommendations.
- Attend Planning Commission meetings to provide guidance on zoning and land use matters.
- Attend other meetings directed by the Township Manager.
- Respond to inquiries from residents, developers, property owners, and others regarding zoning requirements and land use via phone, email, or in person.
- Provide assistance in interpreting the Township's Zoning Ordinance.
- Have part-time office hours at the Municipal Office as set by the Township Manager.

3) Other Duties:

- Assist with amendments to the Zoning Ordinance and or map as requested.
- Perform other related tasks as required by the Township Manager.

C. Compensation

1. Compensation will be based on the agreed upon fee-schedule.
2. Fees for specialized tasks will be negotiated in advance.
3. Monthly invoices will include detailed descriptions of services rendered.

D. Term of Agreement

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

II. Proposal Content

Proposals must include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Ilene Eckhart, Township Manager, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the firm name, the names of local partners/principals and the number of local personnel, address, and telephone, fax numbers for the individual or firm, and email address of the person(s) who are authorized to represent the proposer.

B. Personnel List and Qualifications

1. The names of the partners, managers, and other key staff persons who will be assigned to Allen Township's engagement.
2. Provide resumes and indicate their experience in municipal zoning. Describe the staffing level that would be assigned to Allen Township.

C. Level of Service

Indicate whether you or your firm can provide, on a quick response basis, year-round expert professional municipal zoning services to the Township on typical municipal zoning matters and/or specific tasks.

D. References

List of Pennsylvania local government jurisdictions where your firm presently serves as the Zoning Officer and/or provides similar services.

E. Insurance

Proof of professional liability and general liability insurance coverage.

F. Fees

(IN A SEPARATE SEALED ENVELOPE, PROVIDE ONE SIGNED OR INITIALED COPY)

III. Proposal Submission

One (1) original and seven (7) copies of the proposal should be addressed to: Ilene Eckhart, Township Manager, Allen Township, 50 Snow Hill, Northampton, PA 18067. One (1) copy of the proposal, excluding the fee structure, shall be submitted in electronic format as a PDF file. The full proposals must be received via mail or delivery, no later than **4:00 PM, November 17th, 2025**. Envelopes must be sealed and marked "RFP Zoning Officer Proposal" and submitted by facsimile or email only will not

be accepted.

IV. Considerations for Evaluating Proposals The Township will evaluate the proposals based on the criteria as received and outlined in this document.

a. Proximity of a qualified individual or firm to Allen Township

The Township wishes to work closely with the selected firm and desires fast and effective service. The consultant should address how they will provide effective service and how they will address travel costs and travel time issues.

b. References

The selection committee may perform reference checks for each candidate. References where the consultant has served as the consultant are preferred. References should also be able to describe the firm's responsiveness, availability, and ability to complete projects in a timely, orderly, and cost-effective manner.

c. Experience serving as a zoning officer for other communities

Experience in the role of a municipal Zoning Officer for other communities will be considered positively. Proof of an understanding of Zoning Officer role and a track record of effectively providing this service is preferred.

d. Applicant's understanding and approach and quality of the proposal

These selection criteria will allow the selection committee to award additional consideration based on the quality of the proposal, the applicant's understanding of the Township's needs, the applicant's approach to the work, or any other quality about the applicant's proposal that sets it apart from any others.

e. Length of Proposal

While there is no page limit, applicants are advised to only provide material(s) related to the request and qualifications for service. Please avoid providing extensive "boilerplate", corporate marketing, or "filler material". No additional consideration will be given to the firm(s) that submit the greatest number of pages.

f. Conflict of Interest

The successful Zoning Officer shall not have conflicts of interest within 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 proposal submission.

g. Insurance

The selected Zoning Officer will be required to maintain insurance coverage in general conformance with the following, as well as a signed indemnification clause (attached):

3. Worker's Compensation Insurance to protect your employees for the Statutory Requirements of the State(s) involved including coverage under any applicable Federal laws:

4. Employer's Liability \$1,000,000 Bodily Injury each accident
\$1,000,000 Bodily Injury by disease – policy limit
\$1,000,000 Bodily Injury by disease – each employee

5. Commercial General Liability Occurrence Form including Independent Contractors, Products, Completed Operations, Explosion, Collapse, and Underground Hazards, Broad Form Contractual Liability, Personal Injury, Broad Form Property Damage including Completed Operations:

General Aggregate	\$2,000,000
Products and completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Property Damage	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$ 50,000
Medical Expenses (Any one person)	\$ 5,000

6. Comprehensive Automobile Liability covering all owned, hired and non-owned vehicles: Bodily Injury and Property Damage Combined Single Limit
\$1,000,000
each

7. Umbrella Liability
\$2,000,000 each occurrence
\$2,000,000 aggregate

8. Professional Liability
\$1,000,000 per claim
\$2,000,000 aggregate

The qualified individual or firm will be required to maintain the above coverage throughout the appointment and any amendment thereto. The policies should also name Allen Township, its elected officials and appointed officials, and employees as Additional Insureds for this service on a primary and non-contributory basis. Waiver of Subrogation in favor of Allen Township to be included. If any of the policies of insurance required under this contract or agreement require an endorsement to provide for waivers of subrogation, then the named insured of such policies will cause them to be so endorsed.

Certificates of Insurance evidencing the above coverage in insurance companies satisfactory to Allen Township must be provided to Allen Township prior to the commencement of any work. Such certificates must provide at least thirty (30) days written notice to Allen Township in the event of reduction or cancellation of any coverage.

End of Request for Proposals

HOLD HARMLESS INDEMNIFICATION

The Township Zoning Officer shall comply with the requirements of all applicable laws, rules, and regulations in connection with the services of the Zoning Officer and shall exonerate, indemnify and hold harmless Allen Township, its officers, agents, and all employees from any and all liability, loss or damage arising out of noncompliance with such laws, rules and regulations, without limitation. To the fullest extent permitted by law, the Zoning Officer shall defend, indemnify and hold harmless the Township, its agents, officers, officials, and all employees from and against all claims, damages, losses, and expenses (including, but not limited to, attorney's fees, court costs, and the costs of appellate proceedings), relating to, arising out of, or alleged to have resulted from the negligent acts, errors, mistakes or omissions in the work, services or professional services of Zoning Officer, its agents, employees, or any other person for whose negligent acts, errors, mistakes or omissions in the work, services, or professional services of the Zoning Officer may be legally liable in the performance of this contract. Zoning Officer's duty to defend, hold harmless and indemnify the Township, its agents, officers, officials, and all employees shall rise in connection with any claim for damage, loss, or expenses that is attributable to bodily injury, sickness, disease, or injury to, impairment, or destruction of any person or property, including loss of use resulting therefrom, caused by any negligent acts, willful torts, errors, mistakes or omissions in the work, services or professional services in the performance of this contract by the Zoning Officer, or any other person for whose negligent acts, willful torts, errors, mistakes, omissions, work, or services the Zoning Officer may be legally liable. Further, the Zoning Officer shall indemnify and hold harmless the Township, its agents, officers, officials, and all employees from any claims for infringement of any copyright or patents arising out of the use of any plans, design, drawings, or specifications furnished by the Zoning Officer in the performance of this contract. The amount and type of insurance coverage requirement set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

By signing below, Applicant hereby acknowledges and agrees to the aforementioned Indemnification.

Print Name

Date

Signature

In order to be considered, Applicant must include one (1) signed copy of this agreement with the proposal.