



ABINGTON TOWNSHIP

REQUEST FOR QUALIFICATIONS (RFQ):

**Feasibility Study for Potential
Economic Development in Abington Township**

PROPOSAL INFORMATION

Submittal Deadline:
Thursday, June 2, 2022

Submit Qualifications to:

Richard J. Manfredi
Township Manager
Abington Township
1176 Old York Road
Abington, PA 19001

Any inquiry concerning this RFQ should be directed by e-mail to:

Ashley McIlvaine
amcilmvaine@abingtonpa.gov



REQUEST FOR QUALIFICATIONS:

Feasibility Study for Potential Economic Development in Abington Township

Abington Township will accept qualifications for consulting services regarding the completion of a feasibility study for potential economic development in Abington Township, until **12:00 p.m. on Thursday, June 2, 2022**, to tcastorina@abingtonpa.gov.

All qualifications presented will be in accordance with the Request for Qualifications ("RFQ" and/or "Proposal") specifications. One (1) electronic copy of each proposal shall be submitted to and received by e-mail at tcastorina@abingtonpa.gov with the subject line as "RFQ - Feasibility Study" on or before **12:00 p.m. on Thursday, June 2, 2022**. One (1) original hard copy of the RFQ should also be submitted to the Township at:

Richard J. Manfredi
Township Manager
1176 Old York Road
Abington, PA 19001

For an electronic version of the RFQ, please e-mail
tcastorina@abingtonpa.gov or visit www.abingtonpa.gov/RFP

If you have any questions regarding the contents of this RFQ, please contact Ashley McIlvaine Assistant Township Manager, as noted in the Request for Qualifications.



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REQUEST FOR QUALIFICATIONS:

Feasibility Study for Potential Economic Development in Abington Township

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I. GENERAL INFORMATION

A. BACKGROUND

Abington is a township located in Montgomery County, Pennsylvania, comprising of approximately 58,000 residents. The Township functions under a fifteen (15) member Board of Commissioners under a Council-Manager form of government with Departments providing quality services. A real estate development feasibility study is essential to determine the highest potential and best use of development in the Township. This scope of services will include the appointment of a consultant to conduct a feasibility study to determine potential development in the Township and to prepare a comprehensive report for the Abington Township Board of Commissioners identifying potential development opportunities throughout the Township.

B. PROFESSIONAL CREDENTIALING

The consultant(s) assigned to the project must meet the following requirements:

1. Have documented experience developing and implementing public participation techniques, such as holding public and study committee meetings, developing citizen surveys, etc.
2. At least one (1) member of the consulting team must have documented prior experience conducting studies of the project type being undertaken. This person should be the project leader and assume overall project coordination responsibilities between the Township and the consulting team.
3. Have documented experience with the planning, design, general operation and maintenance of development and/or development projects in similarly situated municipalities.
4. Have documented experience in developing and recommending to local governmental officials development opportunities.
5. Have documented experience in setting goals, analyzing problems, generating alternative solutions and providing recommendations and implementation strategies.

C. **RFQ SCHEDULE** (subject to change) This Request for Qualifications schedule is proposed as follows:

<u>DATE</u>	<u>EVENT</u>
May 2, 2022	Issued and Notice Given on Website
June 2, 2022	Submission Deadline (12:00 p.m.)
June 3 – June 30, 2022	Review & Evaluation of Submissions
July 14, 2022	Selection of Consultant



D. QUESTIONS

Any questions regarding this RFQ should be directed to the Office of the Township Manager by e-mail to:

Ashley McIlvaine
amcilvaine@abingtonpa.gov

All questions must be received by **12:00 p.m. on May 31, 2022**. Inquiries received after 12:00 p.m. on May 31, 2022 will not receive responses. No responses will be provided to telephone inquiries.

E. ADDENDA

To ensure consistent interpretation of certain items, answers to questions the Township deems to be in the interest of all will be made available on the Township website at www.abingtonpa.gov/RFP. Responses to questions will not be issued in the form of an Addendum to the Request for Qualifications.

Abington Township may, in the Township's sole and absolute discretion and without explanation to the prospective proposer(s), at any time choose to discontinue this RFQ without obligation to any proposer(s) who have submitted a Proposal.

II. SCOPE OF WORK

The Township is soliciting qualifications from consultants interested in completing a feasibility study for potential economic development in Abington Township. The services under consideration in this request for qualifications involve (but are not limited to):

1. Meeting with the Township Manager to clarify expectations and desired outcomes; review schedule, budget, and format deliverables; and clarify the responsibility of each party.
2. Conducting information gathering to determine and understand the leadership's vision for Abington Township.
3. Conducting meetings with Township administration.
4. Engaging the public to understand the public's vision.
5. Compiling and sharing data collected from workshops with the Township.
6. Conducting a review of previous revitalization, economic and planning studies undertaken by the Township.
7. Completing a feasibility study to determine development opportunities for the Township.
8. Developing a comprehensive report to share the findings of the feasibility study and to identify proposed economic development initiatives and possible areas within the Township.



III. PROPOSAL ELEMENTS

A. General Requirements

- 1) Proposal Submission: One (1) electronic copy of the Proposal shall be sent to and received by tcastorina@abingtonpa.gov with the subject line "RFQ- Feasibility Study" and one (1) original hard copy of the Proposal shall be sent to

Richard J. Manfredi
Township Manager
1176 Old York Road
Abington, PA 19001

Qualifications must be submitted no later than **12:00 p.m. on June 2, 2022** to:
tcastorina@abingtonpa.gov

Any Proposal submitted after the deadline will not be considered.

- 2) Preparation costs: The Township will not be responsible for any costs associated with the preparation, submission, or presentation of any Proposal.
- 3) Minority Proposer: Abington Township encourages all qualified businesses, including minority-owned and women-owned businesses, to respond to all invitations to this RFQ.
- 4) All submitted qualifications will be the property of Abington Township.
- 5) Open Records Law/Public Information: Under the Pennsylvania Right-to-Know (the "Law"), 65 P.S. §67.101, et seq., as amended, and other applicable laws, a record in the position of the Township is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception.
- 6) This RFQ shall not, without the Township's prior written consent, be disclosed to any proposer, in any manner whatsoever, in whole or in part, or used for any purpose other than the submission of the RFQ to the Township.

B. Format of Technical Proposal

- 1) Title Page & Table of Contents:
 - a. Title Page should show the RFQ subject; the institution's name; contact name, title,



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- office address, telephone number and E-mail address; and the date of the proposal.
- b. Table of Contents should identify matters submitted by section and page number.
- 2) Contact Information: On a single cover sheet in your proposal, please provide:
- a. The name of the organization, owner, address, and telephone number;
 - b. The name and contact information for the organization's primary contact;
 - c. E-mail address for organization principals or individuals working with the Township;
 - d. The year the organization or individual practice was established; and
 - e. The MBE/WBE status of the organization.
- 3) Personnel Qualifications:
- a. Identify key personnel who will be responsible for performing the scope of services required under the Proposal;
 - b. Provide a resume and summary of experience for the individuals identified above, who will be responsible for performing the scope of services required under the Proposal;
 - c. Describe your experience assisting public counties, municipalities or other governmental agencies;
 - d. Describe any existing or potential legal or other policy conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your work with the Township;
 - e. State whether you or any principals in your organization have been (in the past five years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of this investigation;
 - f. Indicate any pending litigation in which you are involved which may directly or indirectly affect your ability to work with the Township in any manner; and
 - g. Please indicate the amount of professional insurance coverage which you carry, the amount of any self-retention, and the name of the carrier.
- 4) Specialized Strategic Planning and Facilitation Services Competence:
- a. Provide examples of respondent's experience in the past five years specifically related to the scope of services included in this RFQ. This section should also examples evidencing the respondent's experience.
 - b. Describe the process the consultant will devise, implement, and execute to complete the project under this RFQ.
 - c. Describe the approach to facilitation and solicitation of ideas from participating members.
- 5) Client List
- d. Provide a list of current municipal clients, including at least two references from



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- each of those organizations, including names, contact persons, and phone numbers.
- e. List any clients you have that could cause a conflict of interest with your performing the scope of work for the Township, if selected, and describe how you would be willing to resolve a conflict or any future conflicts of interest.

NOTE: NO FEES AND/OR PRICING OF THE RFQ SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.

C. Format of Cost Proposal

The sealed cost proposal shall contain detailed pricing information relative to the work as described for each section of the RFQ. Please include:

- 1) Please provide rates for providing the services described in the RFQ;
- 2) Please provide a list of anticipated reimbursable expenses and the rate charged for each;
- 3) Please provide any reduced fees offered to other municipalities, government entities, economic development/development or nonprofit organizations, and civic organizations; and
- 4) Please provide any other fees or charges not outlined in the other sections of the cost proposal.

Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. The Township is not obligated to select the Proposal with the lowest fee proposal to perform these professional services.

IV. SELECTION PROCESS

A. Selection Date

Selection of the consultant(s) to complete the feasibility study will be based on timely written qualifications. Oral interviews may be conducted by telephone or in-person to assist the Township in the selection process, but are not required under this RFQ. It is anticipated that the selection will be made on July 14, 2022 with the commencement of the appointment anticipated to start within 14 days of date of selection.

B. Evaluation Criteria

- 1) Any award to be made pursuant to this RFQ will be based upon the proposal, with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the proposer's responsiveness to the RFQ, and the ability of the proposer to meet the needs of Abington Township.
- 2) The following elements will be the primary consideration in evaluating all submitted



qualifications in the selection of a consultant(s):

- Clarity and completeness of the proposal and the apparent understanding of the work performed;
- General qualifications, experience, and expertise of the proposer;
- Soundness of the methods and approach to the work;
- Information derived from reference checks and review of other documents completed and submitted by the proposer; and
- Comparative cost of the organization's proposal.

C. Interviews

Once the qualifications have been evaluated, proposer(s) may receive an invitation for in-person interviews with their key staff that would be responsible for supporting the Township. Interviews will be granted in the Township's sole and absolute discretion.

D. Reservations Regarding Selection

The Township reserves the right to do any or all of the following:

- 1) Conduct interviews with some or all of the respondents.
- 2) Reject any or all RFQs.
- 3) Waive any informality or irregularity in a Proposal.
- 4) Hold all RFQs for a period of thirty (30) days after the date fixed for the opening thereof.
- 5) Enter into good faith negotiations with the respondents to modify service or project descriptions to a greater or lesser magnitude than described in this RFQ or any Proposal.
- 6) Accept the Proposal that the Township deems in its sole and absolute discretion, to be the most favorable in the best interest of the Township.
- 7) Enter into good faith negotiations with the selected respondents regarding the pricing set forth in the Proposal prior to entering into an agreement. If the agreement's negotiations cannot be concluded successfully with the first selected respondent, the Township may negotiate an agreement with the second selected respondent.
- 8) Re-advertise this RFQ for new Qualifications as may be deemed necessary at the sole discretion of the Township.