

# **Request for Proposals (RFP)**

## ***Planning and Engineering Support Services for SALDO Administration - Crawford County Planning***

*Deadline for Proposal Submissions: August 14, 2025 (4:00 p.m. EST)*

*Point of Contact:*

*Zachary Norwood, Director*

*Crawford County Planning*

*[planning@co.crawford.pa.us](mailto:planning@co.crawford.pa.us)*

## 1. Introduction

Crawford County is soliciting proposals from qualified planning and engineering firms for professional support services to supplement the County's staff in administering its **Subdivision and Land Development Ordinance (SALDO)**, adopted April 23, 2025, and to start enforcement on October 20, 2025. The County seeks a firm with experience in planning reviews and engineering inspections to ensure subdivision and development projects align with County ordinances and the community vision described in **Crawford Inspired**, the County's recently adopted comprehensive plan.

## 2. Background Overview

Crawford County's recently adopted Subdivision and Land Development Ordinance (SALDO) represents a landmark step in the County's planning history. This is the first time the County has enacted a comprehensive ordinance to manage subdivision and land development in the municipalities that have not adopted their own SALDO. As such, it plays a critical role in shaping the future growth, infrastructure development, and community character of a large portion of the County.

The SALDO will apply to more than 25 municipalities across Crawford County, covering rural townships, boroughs, and small population centers that collectively represent a significant share of the County's land base. For many communities, this ordinance will serve as the primary regulatory framework for guiding subdivision layout, road design, utility installation, and land development standards.

This makes the role of the selected planning and engineering firm especially vital. The contracted consultant will help ensure a smooth transition into ordinance enforcement for local officials and applicants alike, supporting a culture of fairness, clarity, and constructive compliance.

Notably, the Crawford County SALDO introduces an innovative planning concept rarely used in rural Pennsylvania: the integration of Character Areas, as outlined in Crawford Inspired, the County's 2024 comprehensive plan. Instead of imposing a one-size-fits-all design template, the ordinance leverages these Character Areas to tailor standards and review criteria based on distinct community types. This approach seeks to preserve the individuality of places while ensuring that new development supports the County's broader vision for resilience, vibrancy, and rural integrity.

Firms responding to this RFP must demonstrate not only a command of technical requirements and inspection protocols, but also an appreciation for the contextual nature of this ordinance. Understanding the connection between SALDO regulations and the community-driven priorities identified in Crawford Inspired will be key to a successful and productive partnership with Crawford County Planning.

Crawford Inspired is available for download at [www.crawfordinspired.com](http://www.crawfordinspired.com), and a copy of the County's SALDO is available at [www.crawfordcountypa.net/planning](http://www.crawfordcountypa.net/planning).

### **3. Scope of Services**

The selected firm will assist Crawford County Planning in administering SALDO by:

#### **A. Application Review**

- Conduct professional reviews of subdivision and land development submissions in accordance with the procedural and technical standards of the SALDO.
- Be available to review both preliminary and final plans for minor and major subdivisions, minor and major land developments, and special categories (e.g., mobile home parks, campgrounds, energy facilities).
- Prepare clear, concise reports to the Crawford County Planning Commission and Planning Office staff documenting ordinance compliance, deficiencies, and recommendations.

#### **B. Engineering Inspection Services**

- Conduct field inspections of infrastructure improvements, including roads, stormwater systems, sewer and water utilities, and erosion controls, as per Article 10 of the SALDO.
- Confirm that installations match the approved plans and meet the required performance standards and specifications.
- Provide documentation and certification as required for final approvals and dedications.

#### **C. Coordination and Communication**

- Collaborate with the Planning Office via Monday.com, the County's online data and project management system. Application materials and communication will be managed through this platform.

- Attend review meetings with Planning Commission or municipal officials, as requested.

#### **D. Reporting**

- Submit written reports for each review and inspection, organized for use in official decision-making. Reports must reference SALDO compliance criteria and provide professional findings.

Crawford County Planning encourages firms to recommend adjustments to the scope of services that would enhance the partnership, improve the services rendered, and promote a clear, concise, and consistent administration of the County's SALDO.

#### **4. Conflict of Interest Expectations and Requirements**

Crawford County is seeking a firm that is focused on preserving and protecting the public interest of Crawford County. To prevent conflicts of interest, we intend to hire a firm that will solely conduct work in the communities our ordinance covers as an agent of our public entity, and not represent or produce work for private sector clients. To ensure this, Crawford County will require contract language to prevent conflicts of interest.

Crawford County expects the awarded firm to be an expert in land use law, land use planning, and the legal requirements for administering a subdivision and land development ordinance under the Pennsylvania Municipalities Planning Code (Act 247 of 1968).

#### **5. Proposal Submission Requirements**

Firms responding to this RFP must provide:

- A cover letter expressing interest in working with Crawford County.
- Qualifications and relevant experience, including comparable work with planning agencies (no more than two pages).
- Resumes of key personnel.
- Sample review or inspection reports.
- An outline of an hourly fee rate for services rendered on Major Subdivision, Minor Land Development, Major Land Development reviews, and engineering services rendered for compliance with the ordinance. A proposed not-to-exceed fee should be proposed for Minor Subdivision Reviews.

- Description of capacity to coordinate digitally through the County-selected program. Specifically identify the average length of time to conduct each type of review and how the firm can ensure it will meet the County's needs.
- Narrative describing the firm's understanding of Crawford County's planning context.
- Identify and provide the contact information for a staff member who can negotiate a contract, as well as the primary contact for services rendered under the contract.
- A letter disclosing any potential conflicts of interest and expressing the firm's commitment not to represent or produce work for private sector clients in communities under the ordinance's jurisdiction.

Within 10 days of receiving the notice of award, the selected firm must provide:

- A certificate of insurance for general liability in the amount of \$1,000,000 per occurrence and \$2,000,000 in aggregate. The general liability certificate must provide a waiver of subrogation in favor of Crawford County. The County must be identified as additionally insured and have primary and non-contributory coverage.
- Documentation of its commercial auto liability insurance, which includes \$1,000,000 of combined single limit coverage, with the County as an additionally insured, and must have primary and non-contributory coverage.
- Documentation of its commercial umbrella insurance with \$2,000,000 coverage.
- Documentation of its professional liability insurance with \$1,000,000 coverage.
- A certificate of workers' compensation insurance proving that their firm complies with the law (employer's liability of 100K/100K/500K statutory minimum). The worker's compensation certificate must provide a waiver of subrogation in favor of Crawford County.

## **6. Crawford Inspired & Character Areas**

Firms must demonstrate their understanding of how the County's Comprehensive Plan, Crawford Inspired (2024), informs the implementation of the SALDO. The selected firm will:

- Align recommendations with the Character Areas framework outlined in Crawford Inspired (see Chapter, beginning on page 44 of the plan),

which informs Article 6, Section 603 of the SALDO regarding Community Character.

- Recognize how development reviews must support the County's vision to protect rural character, manage growth in recreational regions, and promote context-sensitive development patterns.
- Ability to communicate the understanding of using advisory guidelines and policies, such as complete streets, access management, or design guidelines, as part of the review process.

## 7. Project Duration and Contract

Crawford County adopted the SALDO on April 23, 2025. The ordinance will take effect on October 20, 2025. Crawford County intends to enter into a professional services contract for the remainder of 2025 and all of 2026 with the selected firm. After this time, the County plans to negotiate a one- or two-year renewal of the professional services contract to align our fee structure with the professional service contract.

## 8. Anticipated RFP Timeline

Crawford County anticipates the following timeline for the RFP process.

Milestone	Date	Notes
RFP Release	June 27, 2025	Publicly issued via County website, planning email list, and direct outreach to known firms.
Pre-Proposal Meeting (Optional)	July 17, 2025	Virtual meeting to review project scope, expectations, and Q&A. Participation is not mandatory but encouraged.  Interested parties must request an invitation for a meeting link by emailing <a href="mailto:Planning@co.crawford.pa.us">Planning@co.crawford.pa.us</a> .
Deadline for Questions	July 24, 2025	All inquiries must be submitted in writing to the Planning Office.
Responses to Questions Issued	July 29, 2025	Responses will be posted publicly or distributed via email to all known respondents.
Proposal Submission Deadline	August 14, 2025 (by 4:00 PM EST)	Proposals must be submitted electronically in PDF format. Late submissions will not be accepted.

<b>Milestone</b>	<b>Date</b>	<b>Notes</b>
<b>Initial Proposal Review &amp; Shortlisting</b>	August 18–21, 2025	County Planning staff will score proposals and shortlist top firms for interviews.
<b>Interviews with Shortlisted Firms</b>	Week of August 25–29, 2025	Virtual or in-person interviews with key project personnel. An evaluation committee will recommend a firm.
<b>Final Selection and Notification</b>	September 3, 2025	Top-ranked firm notified. Unsuccessful respondents will be informed after contract execution.
<b>Contract Negotiation and Legal Review</b>	September 4–16, 2025	Includes scope refinement, fee finalization, and legal vetting.
<b>Commissioner Approval and Contract Execution</b>	September 24, 2025	Planned date for the Crawford County Board of Commissioners to approve the contract.
<b>Onboarding &amp; Coordination with County Staff</b>	September 29 – October 17, 2025	Includes Monday.com setup, contact lists, protocol review, SALDO familiarization, and first-case workflow testing.
<b>Turnkey Start Date</b>	October 20, 2025	The consultant begins providing review and inspection services under the new agreement.

## 9. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated capacity, experience, and qualifications (30%)
- Fee schedule and cost-effectiveness (25%)
- Understanding of the SALDO, PA case law, and planning context (20%)
- Approach to coordination and communication (15%)
- Quality of sample reports (10%)

Shortlisted proposals will be invited for a virtual interview with members of the Planning Commission and professional planning staff.

## 10. Submission and Question Instructions

All questions must be submitted electronically in a PDF or Word document through the County's online platform at <https://wkf.ms/4jmRDKA>. Questions must be submitted by noon (EST) on July 24, 2025. The County will post a

response to all questions on our website,  
[www.crawfordcountypa.net/planning](http://www.crawfordcountypa.net/planning).

All proposals must be submitted electronically in PDF format via the County's online submission platform at <https://wkf.ms/4kr8FbN>. Submission must be received by August 14, 2025, by 4:00 p.m. (EST).

All communication should be directed toward:

Zachary Norwood  
Director, Crawford County Planning  
Email: [planning@co.crawford.pa.us](mailto:planning@co.crawford.pa.us)

The deadline and location requirements of this request bind all parties. Incomplete or late submissions will not be accepted. Proposals shall remain effective, subject to review and approval, for ninety (90) days from the submission deadline and will be handled in a confidential manner. Any information submitted in response to this solicitation may be available to the public following the deadline for the submission of proposals. Crawford County will not be responsible for any costs associated with the preparation and delivery of proposals. Additionally, Crawford County reserves the right to reject any or all proposals, with or without cause, and to waive any irregularities or informalities present in a proposal. The county may also investigate the qualifications of any or all firms submitting proposals.