

REQUEST FOR PROPOSALS (RFP)

Planning and Engineering Support
Services for SALDO Administration



AGENDA & HOUSEKEEPING

Housekeeping Items

1

Please keep microphones off.

2

Any immediate questions can be submitted through the chat box. We will keep record of these questions.

3

There will be time at the end of this presentation for you to ask questions in the chat.

Why do we need these services?

Crawford Inspired Comprehensive Plan

- Adopted in 2024
- Features a series of Bold Moves to meet our vision for Crawford County — one being to enact a countywide Subdivision and Land Development Ordinance



Subdivision and Land Development Ordinance

- Adopted on April 23, 2025
- Enforcement begins on October 20, 2025
- CCP needs a firm experienced in planning reviews and engineering inspections to assist with workload.

BACKGROUND

Subdivision and Land Development Ordinance

Key Things to Note

1

This is the first time the County has enacted a countywide ordinance of this nature.

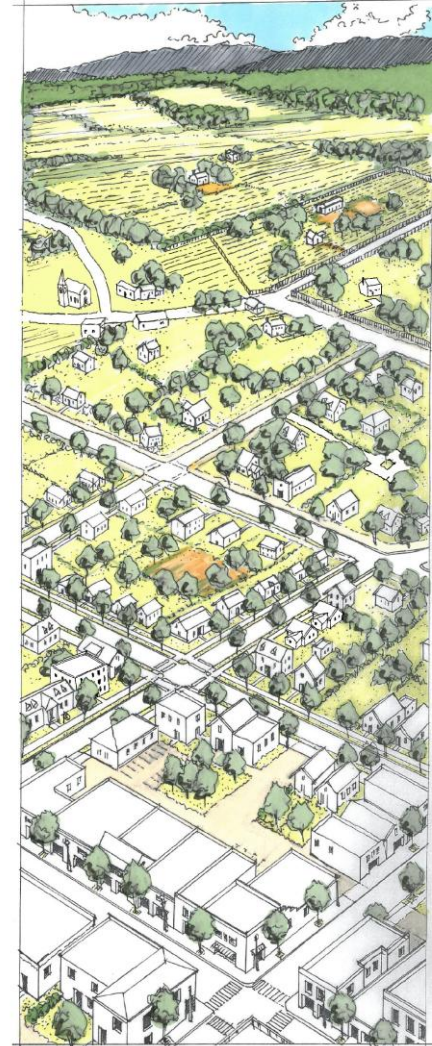
2

SALDO will apply to 22 municipalities, covering rural townships, boroughs, and small population centers. More municipalities could fall under the SALDO in the future.

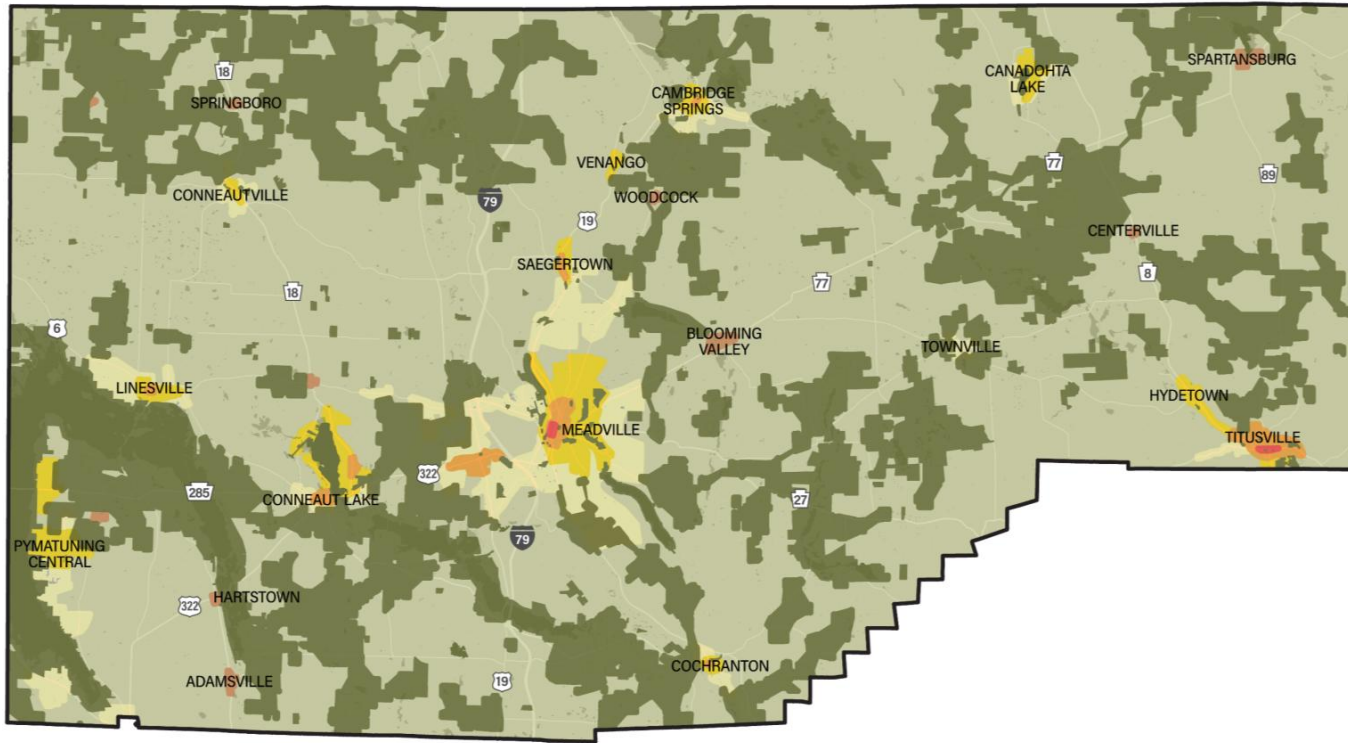
View the County's SALDO: www.crawfordcountypa.net/planning

Crawford Inspired - Character Areas

- Reflects how Crawford County citizens want their environments to ***feel and look***
- A planning concept that is rarely used in rural Pennsylvania
- SALDO leverages these areas to:
 1. Tailor standards
 2. Review criteria based on established community types










Crawford Inspired - Character Areas

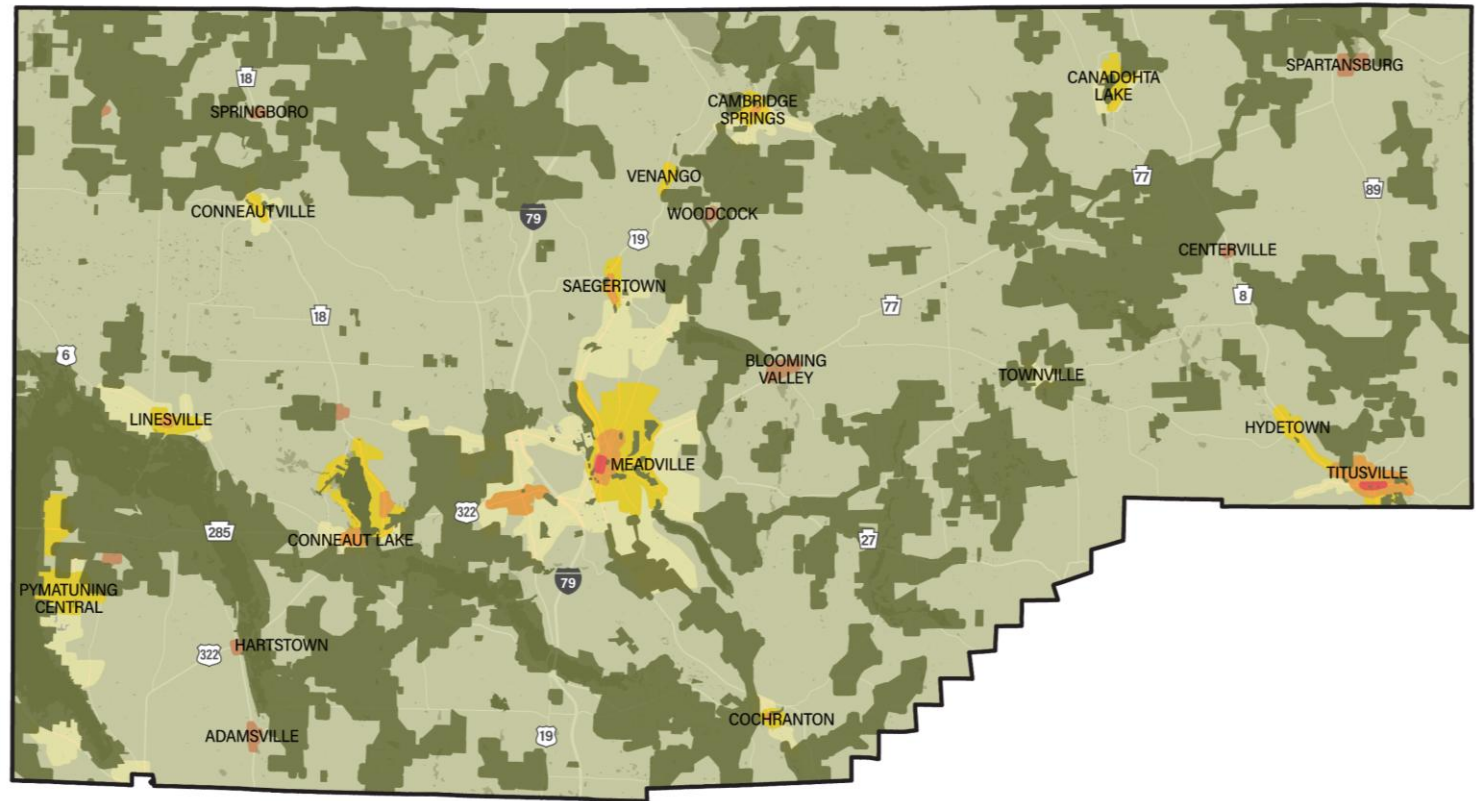


The ideal firm for CCP should understand the connection between SALDO regulations and the community-driven priorities in our comprehensive plan.

View our comprehensive plan:
www.crawfordinspired.com

Crawford Inspired - Character Areas

CONCEPT	CHARACTER AREA DESCRIPTION
	NATURAL RESOURCE areas are landscapes or agricultural land, often permanently preserved, that are designed to support agriculture, recharge groundwater, mitigate floods, filter air, purify water, and provide recreation and critical plant and animal habitat. Economic development opportunities in these areas focus on outdoor recreation, forestry, hunting, and farming. Housing is sparse and dedicated to supporting farming and seasonal cabins.
	RURAL RESIDENTIAL areas are landscapes with limited infrastructure characterized by scattered low density residential and commercial development. Economic development opportunities mirror those in the Natural Resources Character Area but allow for small commercial retail services and appropriate mining/quarrying operations.
	RURAL VILLAGE CORNERS are clustered smaller scale mixed-use activity centers, often located at historic crossroads, that serve the needs of the surrounding, mostly rural, community. Housing is a mix of types typical of historic villages and can include small, single family and similar sized multiple family lots. Economic development opportunities vary but are distinctive to the historic character of the area.
	SUBURBAN RESIDENTIAL areas are primarily residential in nature but allow for a mix of uses. These residential areas are extensions of the development occurring within the more urban or built out cities and larger boroughs throughout the county. This character area supports mixed use, walkable environments that collocate services with residences and maintain relatively lower densities than other character areas.
	RESIDENTIAL NEIGHBORHOODS contain smaller lot residential and mixed-uses that are directly connected to larger communities. These areas include older suburban neighborhoods that were built after historic downtowns and Main Streets. These traditional neighborhoods are pedestrian scaled with smaller setbacks and sidewalks.
	MIXED-USE NEIGHBORHOODS are traditional residential areas adjacent to downtown and Main Streets with various uses and housing types. These areas have historic integrity and connectivity with downtown areas and may include a mixture of small commercial or apartment buildings that typically predate zoning.
	DOWNTOWN MAIN STREET areas are dense, mixed-use cities or boroughs built in traditional neighborhood style that often predates zoning, featuring a diverse mix of housing, businesses, parks, institutional buildings, and may include a centralized downtown area. Main Streets tend to be dynamic places for commercial hubs and urban areas and provide the greatest opportunities for population density.



SCOPE OF SERVICES

Application Review

1

Conduct professional reviews of preliminary and final plans for all subdivisions and land development submissions, as well as special categories (e.g., mobile home parks, campgrounds, energy facilities)

2

Prepare clear, concise reports to Crawford County Planning Commission and Office staff

Engineering Inspection Services

1

Conduct field inspections of infrastructure improvements

2

Confirm that installations match approved plans and meet standards and specifications

3

Provide documentation and certification for final approvals and dedications

Communication and Reporting

1

Collaborate with Planning Office via Monday.com, the Planning agency's online data and project management system

2

Attend review meetings with the Planning Commission if necessary (virtual attendance available)

3

Submit written reports for each review and inspection referencing SALDO compliance and provide findings



CONFLICT OF INTEREST AND REQUIREMENTS

Conflict of Interest



We intend to hire a firm that will solely conduct work in communities our ordinance covers as an agent of our public entity, and ***not represent or produce work for private sector clients.***

Crawford County will require contract language to prevent conflicts of interest.

Legal Requirements

Crawford County expects the awarded firm to be an expert in:



Land use law



Land use planning



Legal requirements for administering SALDO under the Pennsylvania Municipalities Planning Code (Act 247 of 1968)

The background is a detailed architectural site plan or blueprint, likely for a commercial or industrial development. It shows property lines, building footprints, parking lots, and surrounding roads. A large, bold, white text overlay is centered on the image. In the top right corner, there is a stack of papers and a yellow highlighter. The bottom right corner features the logo for Crawford County Planning.

PROPOSAL REQUIREMENTS

Proposal Requirements

01

Cover Letter

Expressing
interest to work
with CCP

02

Qualifications & Experience

No more than two
(2) pages

03

Resumes

Of the personnel
who will be
assigned to work
on our reviews

04

Samples

Of reviews or
inspection reports

Proposal Requirements (cont.)

05

Outline of Fee Rate

Hourly rates for services rendered on major subdivisions and all land development reviews

Proposed not-to-exceed fee for minor subdivision reviews

06

Description of digital coordination efforts

Identify average length of time to conduct each type of review and how it will meet the County's needs

Proposal Requirements (cont.)

07

Descriptive Narrative

Of the firm's ability to understand Crawford County's planning context

08

Contact Information

For a staff member who can negotiate a contract

For services rendered under the contract

09

Conflict of Interest Letter

Detailing any possible conflicts of interest and expressing firm's commitment not to represent or work for private sector clients in communities under SALDO

Award Requirements

Within ten (10) days after receiving a notice of award, the firm must provide:

01

Certificate of insurance for general liability - \$1 million per occurrence and \$2 million in aggregate – where County is identified as insured with coverage

02

Documentation of commercial auto liability insurance, including \$1 million of combined single limit coverage, with County as additionally insured

03

Documentation of commercial umbrella insurance with \$2 million coverage

Award Requirements (cont.)

04

Documentation of professional liability insurance with \$1 million coverage

02

Certificate of workers' compensation insurance proving that the firm complies with the law and providing a waiver of subrogation in favor of Crawford County



CRAWFORD INSPIRED & CHARACTER AREAS

Understanding Our Comprehensive Plan

Firms should demonstrate an understanding of how the County's Crawford Inspired plan informs the implementation of the SALDO. We anticipate the following methods could work:



Aligning recommendations with the Character Areas framework

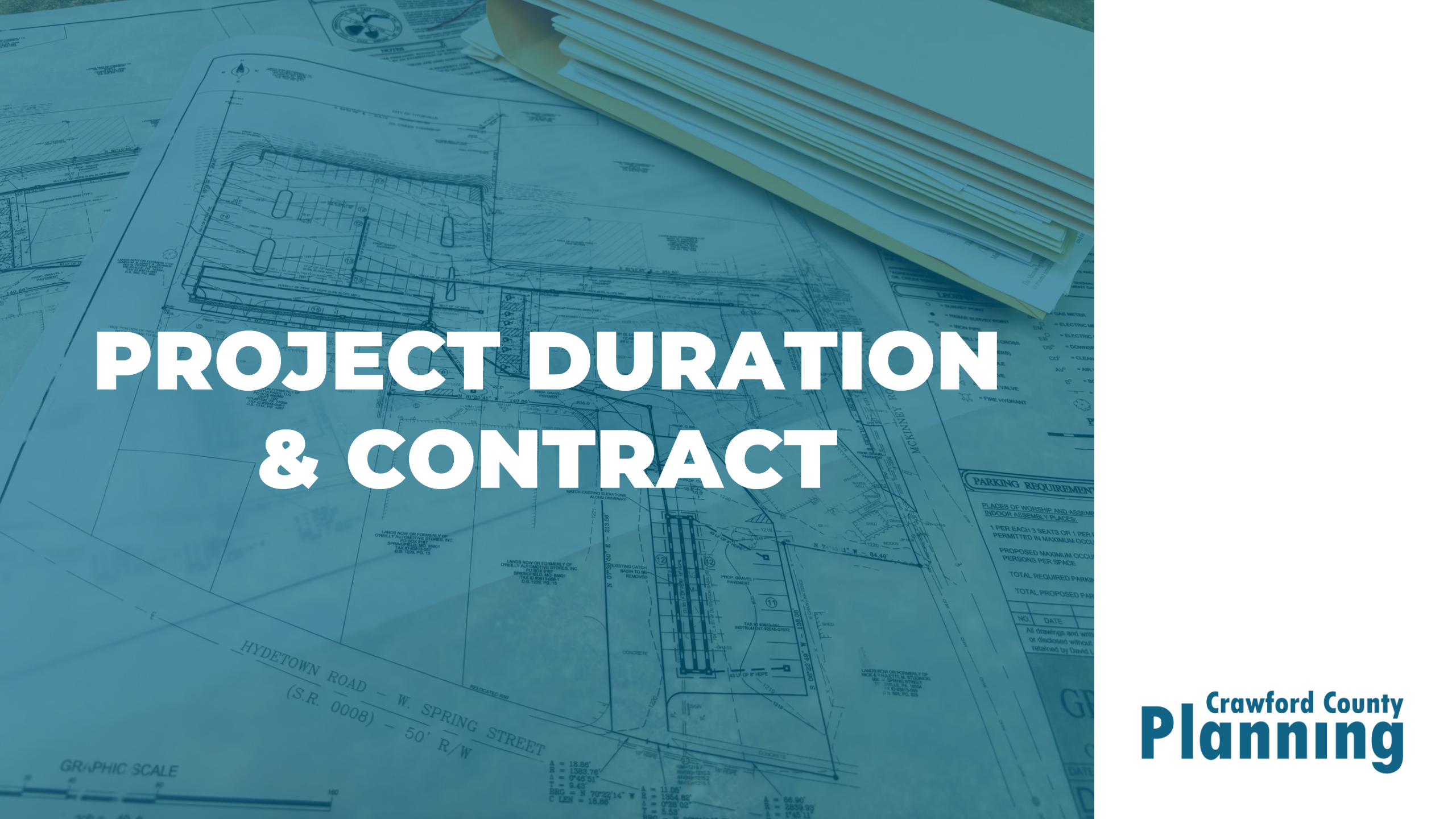


Recognizing how development reviews must support the County's vision

- Protecting rural character
- Managing growth in recreational regions
- Promoting context-sensitive development patterns



Promoting context-sensitive development patterns



PROJECT DURATION & CONTRACT

Contract Duration

Contract between
firm and CCP

April 23, 2025

**Countywide
SALDO is
adopted**

October 20, 2025

**Countywide
SALDO goes
into effect**

End of 2026

**Negotiations
for 1-2 year
contract
renewal**

ANTICIPATED RFP TIMELINE

Timeline

RFP Release

Issued via the County's website, PA APA website, and outreach to known firms

June 27, 2025

Pre-Proposal Meeting

Virtual meeting to review project scope and Q&A; not mandatory

July 17, 2025

Deadline for Questions

All inquiries must be submitted in writing

July 24, 2025

Question Responses

Responses to be posted publicly on our website

July 29, 2025

Timeline (cont.)

Submission Deadline

Submitted electronically in PDF format by 4 p.m. EST; no late submissions

August 14, 2025

Initial Proposal Review

We will score proposals and shortlist firms for interviews

August 18-21, 2025

Shortlist Interviews

Virtual or in-person interviews with key personnel

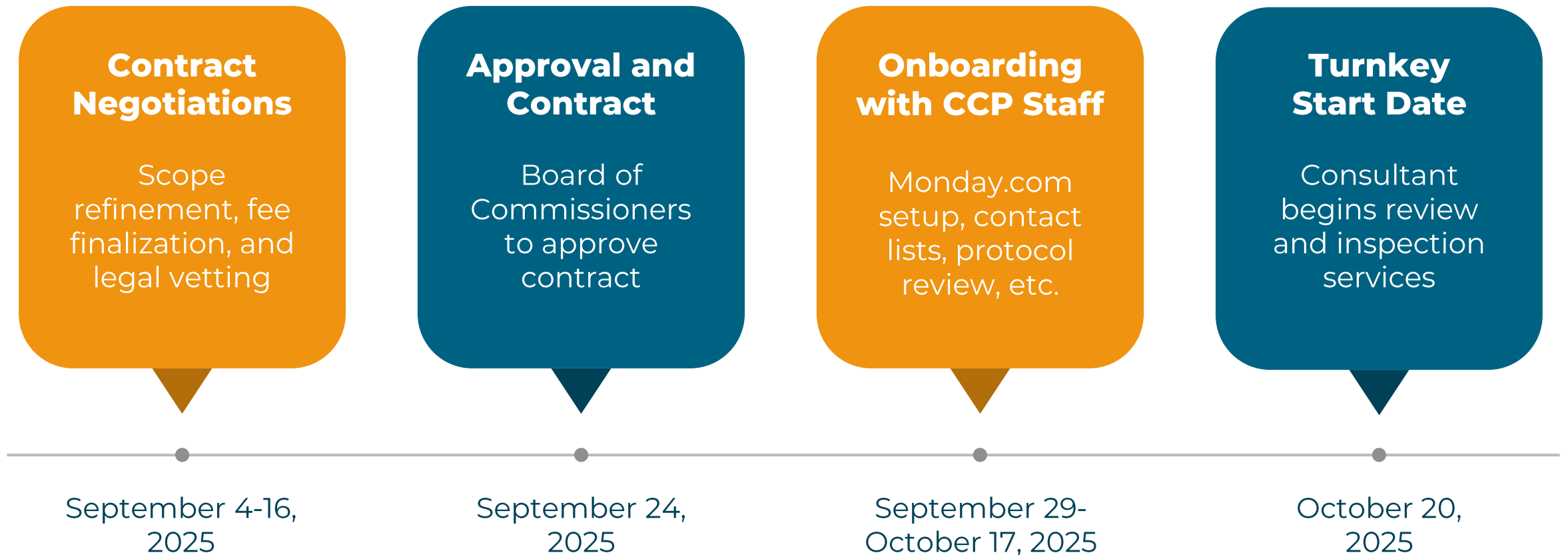
August 25-29, 2025

Final Selection

Unsuccessful respondents will be informed after the firm is selected

September 3, 2025

Timeline (cont.)



EVALUATION CRITERIA

Evaluation Criteria

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

SUBMISSIONS & QUESTIONS

Questions



All questions must be submitted electronically in a PDF or Word document through the County's online platform. The county will post a response to all questions at www.crawfordcountypa.net/planning.

Deadline: Noon (EST) on July 24, 2025.

Questions



<https://wkf.ms/4jmRDKA>

SCAN ME
To submit your
questions.

Submissions



All proposals must be submitted electronically in PDF format via the County's online submission platform.

All communication should be directed toward:

Zachary Norwood

Director, Crawford County Planning

Email: planning@co.Crawford.pa.us

Deadline: 4 p.m. (EST) on August 14, 2025.

Submissions



<https://wkf.ms/4kr8FbN>

SCAN ME
To submit your
proposal.



QUESTIONS?