



TOWNSHIP OF WARMINSTER

Office of the Township Manager

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REQUEST FOR PROPOSAL FOR MUNICIPAL PLANNING SERVICES FOR 2018

Warminster Township is seeking proposals for its professional planning services related to its general and land use matters for the Township. Warminster Township is a Second Class Township with a five member Board of Supervisors and a population of approximately 32,000 residents.

Warminster Township spent approximately \$65,000 on planning services in 2016 and is anticipated to spend approximately \$65,000 in 2017. Land development professional services account escrows totaled approximately \$20,000 for half of 2016 and approximately \$35,000 in 2017.

Selected firm will provide typical municipal planning services including, but not limited to, review of subdivision and land development applications, provide general planning guidance to the Township, assist with grant applications, provide planning and design assistance to various Township park projects, and other miscellaneous projects as requested by the Township.

Attendance is required at Planning Commission meetings (second and fourth Tuesday of every month) and at Board of Supervisors meetings (first and third Thursday of every month) as requested.

Proposals should include the following:

1. General billing rate per hour, municipality billing rate per hour, and retainer rate, if applicable. Please include rates by position if applicable. If a retainer rate is included, please provide a description of what work falls under that charge.
2. Summary of Municipal Experience
3. References from existing clients
4. Information on proposed individuals who will be assigned to the account
5. Disclosure of any known or potential conflicts.

Proposals are due to the Township by December 8, 2017. Proposals can be mailed, emailed or dropped off at the Township Building.

Warminster Township
Attn: Township Manager
401 Gibson Avenue
Warminster, PA 18974
townshipmanager@warminsterpa.org