

The seal of the City of DuBois, Pennsylvania, is a circular emblem. It features a central shield with a black eagle with its wings spread, perched on a yellow base. Above the eagle is a white helmet with a red and white plume. The shield is surrounded by a blue border with a yellow dotted inner edge. The text "SEAL OF THE CITY OF DUBOIS" is written in white along the top inner edge, and "CITY INCORPORATED 1882" is written along the bottom inner edge. "PENNSYLVANIA" is written in white along the bottom outer edge.

Request for Proposals

Ordinance Consolidation and Codification

Submission Deadline:

April 8, 2025 at 4:00 pm

Submission Contact:

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Introduction

The DuBois / Sandy Township Joint Consolidation Board is seeking proposals from qualified firms or individuals to assist in the merging and codification of both municipalities' ordinances as part of an ongoing municipal consolidation process. The successful proposer will ensure the codified ordinances comply with Pennsylvania's Third-Class City Code and the Pennsylvania Municipalities Planning Code (MPC), creating a unified legal framework for the newly consolidated municipality.

Background

The City of DuBois and Sandy Township, both located in Clearfield County, Pennsylvania, are in the process of consolidating to form a unified municipality. This initiative aims to streamline governance, enhance service delivery, and foster economic growth in the region.

DuBois serves as a regional hub, offering a blend of residential, commercial, and recreational opportunities. Sandy Township encompasses DuBois and is known for its rural charm while supporting various industries and residential communities.

The consolidation effort between the City of DuBois and Sandy Township has been a significant undertaking, reflecting a shared vision for a unified and efficient municipal structure. In 2021, voters from both municipalities approved the consolidation, setting the stage for the creation of a new third-class city. This new entity, retaining the name DuBois, is scheduled to be officially established on January 5, 2026. Throughout 2025, both municipalities have been actively reorganizing and collaborating to ensure a seamless transition.

The municipal consolidation requires a comprehensive review, merger, and codification of existing ordinances. The goal is to establish a clear, organized, and legally sound code of ordinances that integrates the existing regulations of both communities while eliminating redundancies and inconsistencies. This effort is a crucial step in streamlining governance and ensuring compliance with state regulations. Both communities have previously codified their ordinances - DuBois in 2021 and Sandy Township in 2005.

The recently re-formed Codes and Zoning Advisory Group (CAZAG), a subcommittee of the Joint Consolidation Board, has made significant progress in advancing the update to the City's code of ordinances. To date, the group has carefully assigned members specific ordinance sections for detailed review and analysis. Through this process, the group has completed a comparison of Sandy Township and DuBois ordinances, identifying key differences and areas of alignment. The group has compiled a list of inconsistencies along with recommended resolutions to create a cohesive and unified regulatory framework. Documentation of that work is available by request to search@kafferlinstrategies.com. This effort will run concurrently with a separate zoning map consolidation process.

Project Objectives

Key objectives of this effort include:

1. Comprehensive Ordinance Review

- Conduct a thorough review of existing ordinances from both communities to identify conflicts, redundancies, and outdated regulations. Review and include findings from the CAZAG's efforts. Identify additional provisions that may be needed.

2. Ordinance Cohesion

- Develop a unified set of ordinances that seamlessly integrate the legal frameworks of both communities while addressing any inconsistencies.

3. Legal Compliance

- Ensure that the merged ordinances align with Pennsylvania's Third-Class City Code, the MPC, and any other applicable state and federal laws.

4. Community Engagement

- Facilitate input from municipal officials, the CAZAG, legal representatives, and key stakeholders to ensure the codification process reflects community needs and priorities.

5. Codification and Digital Integration

- Format the final ordinances into a legally sound, user-friendly, and searchable codified document, with options for digital access and online publication.

Required Scope of Work

Selected consultant will be responsible for the following tasks:

1. Ordinance Review and Assessment

- Conduct a thorough review of all existing ordinances from both municipalities.
- Clearly identify inconsistencies, conflicts, redundancies, outdated provisions, and additional provisions needed.

2. Ordinance Merger and Cohesion

- Propose revisions and updates to create a consistent and legally sound ordinance structure.
- Work with municipal officials and legal counsel to resolve discrepancies.

3. Codification Process

- Organize and format the consolidated ordinances into a structured municipal code.

- Ensure compliance with the Pennsylvania Third-Class City Code and the MPC.
- Provide digital and print-ready versions of the finalized codified ordinances.

4. Public Engagement and Input

- Facilitate workshops and meetings with the Joint Consolidation Board, the CAZAG, municipal officials, legal counsel, and relevant stakeholders.
- Incorporate public feedback, as necessary.

5. Final Adoption

- Provide support to the City on the ordinance adoption process, ensuring all necessary legal steps are followed.
- Assist with required meetings, hearings, council and board approvals, and publication and advertisement requirements.

Deliverables

Selected consultant will provide the following:

- Ordinance inventory and report of conflicting language / provisions
- Draft unified Code of Ordinances
- Stakeholder engagement and review sessions
- Final codified Code of Ordinances, including six (6) hard copies
- Online and digital integration

Submission Requirements

Interested firms should submit proposals that include the following information:

1. Cover Letter:

- Brief introduction and statement of interest.

2. Qualifications:

- Overview of the firm's experience with similar projects, including at least three examples from the last five years and references for each.
- Bios and roles of key personnel assigned to the project. Clearly outline the project lead and project manager.
- Disclose any potential or actual conflicts of interest that may exist in relation to the proposed project. This may include, but is not limited to, any current or prior work with DuBois and / or Sandy Township, work with private entities that may have a vested interest in outcomes of this codification process, or any

relationships that could be perceived to affect the objectivity or integrity of the work.

3. Project Approach:

- Description of the proposed methodology and approach to achieve the project objectives and fulfill the Scope of Work items outlined above.

4. Work Plan and Project Timeline:

- Detailed schedule outlining key tasks, milestones, and deliverables.

5. Cost Proposal:

- Submitted on a time and materials basis, with detailed breakdowns of hourly rates per identified team member, estimated hours, material costs, and any other relevant expenses.
- Proposals should include a not-to-exceed amount and outline any assumptions or contingencies related to pricing.

Selection Process and Evaluation Criteria

Submittal evaluations will be done in accordance with the criteria and procedures defined herein. A consultant will be chosen on the basis of their apparent ability to best meet the overall expectations of the Joint Consolidation Board.

The following parameters will be used to evaluate submittals and appear in no particular order of priority:

- Responsiveness, completeness, and quality of submittal requirements.
- Basic knowledge of the City of DuBois and Sandy Township.
- Understanding of the project objectives.
- Expertise in Pennsylvania municipal laws and planning codes.
- Demonstrated qualifications and experience with ordinance codification and adoption processes.
- Quality and clarity of proposed approach and methodology.
- Required skills and demonstrated capacity to complete the work on time and on budget.

Consultant selection is anticipated to adhere to the following timeline:

- Proposals due - April 8, 2025
- Proposals reviewed by the Codes and Zoning Advisory Group - April 9, 2025
- Interviews of top three firms - April 28 - May 2, 2025
- Joint Consolidation Board selects and approves consultant - May 2025

The DuBois / Sandy Township Joint Consolidation Board reserves the right to reject any or all proposals, waive any irregularities or information in the proposal process, and select the proposal that is in the best interest of the City of DuBois and Sandy Township.

Proposal Deadline

Proposals will be accepted electronically and are due no later than 4:00 pm on April 8, 2025. Late submissions will not be considered.

Proposals and questions should be submitted to:

Chelsea Puff, MPA
Senior Consultant
Kafferlin Strategies LLC
Search@kafferlinstrategies.com

We look forward to receiving your proposals and working together to shape the future of the City of DuBois!