

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 blue crest. The shield is set against a light blue background. The outer ring of the seal is purple with a gold border of small dots. The text "SEAL OF THE CITY OF DUBOIS" is written in white along the top arc, and "CITY INCORPORATED 1882" is written along the bottom arc. "PENNSYLVANIA" is written in white along the bottom arc.

# Request for Proposals

## Zoning Map Consolidation

**Submission Deadline:**  
**Submission Contact:**

**April 8, 2025 at 4:00 pm**  
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# Introduction

The DuBois / Sandy Township Joint Consolidation Board is seeking proposals from qualified firms or individuals to develop a unified zoning map that combines the existing zoning maps of both communities. The new zoning map must be created using Esri ArcGIS or a similar Geographic Information System (GIS) tool and comply with the Pennsylvania Municipalities Planning Code (MPC).

# 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. DuBois last updated its zoning map in 2020, while Sandy Township completed its most recent update in 2018.

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. This municipal consolidation represents a historic milestone for the residents of both communities, promising enhanced services, improved infrastructure, and a strengthened sense of community identity.

The zoning map update is a component of the consolidation effort and will run concurrently with a separate ordinance consolidation and codification process.

Throughout 2025, both municipalities have been actively reorganizing and collaborating to ensure a seamless transition. The recently re-formed Codes and Zoning Advisory Group (CAZAG), a subcommittee of the Joint Consolidation Board, has made significant progress in aligning zoning regulations. To date, the group has developed a proposed set of blended zoning districts with accompanying definitions to serve the future needs of the consolidated city. As part of their work, the CAZAG has also prepared a draft zoning map reflecting these proposed districts, laying the foundation for a streamlined and modernized approach to zoning and land use regulations. Documentation of that work is available by request to [search@kafferlinstrategies.com](mailto:search@kafferlinstrategies.com).

# Project Objectives

Primary objectives of this project are to:

- 1. Develop a Consolidated Zoning Map**
  - Integrate the existing zoning maps of the City of DuBois and Sandy Township into a single, comprehensive zoning map that reflects the land use regulations for both communities.
- 2. Ensure Compliance with the Pennsylvania Municipalities Planning Code (MPC):**
  - The final zoning map must align with the requirements and best practices outlined in the MPC to ensure legal and procedural adherence.
- 3. Utilize GIS Technology**
  - The zoning map must be developed using Esri ArcGIS or an equivalent GIS platform, ensuring accuracy, functionality, and ease of future updates.
- 4. Enhance Zoning Integrity and Clarity**
  - Clearly delineate zoning districts and classifications, ensuring consistency with existing zoning ordinances and providing an intuitive, user-friendly final product.
- 5. Facilitate Accessibility**
  - The final zoning map should be made available in both digital and print-friendly formats, ensuring accessibility for municipal staff, developers, and the general public.
- 6. Support Future Land Use Planning**
  - Provide a zoning map that not only reflects current land uses but also supports long-term planning, economic development, and smart growth strategies in the newly consolidated municipality.
- 7. Collaborate with Local Officials and Community Stakeholders**
  - Work closely with the Joint Consolidation Board, the CAZAG, municipal staff, planning commissions, elected officials, and other stakeholders to incorporate feedback and ensure the map meets the needs of the consolidated community.
- 8. Deliver a High-Quality, Professional Product**
  - Ensure the final map is visually clear, technically accurate, and aligned with best practices in GIS mapping and municipal planning.

## Required Scope of Work

Selected consultant will be responsible for the following tasks:

- 1. Data Collection and Review**
  - Review preliminary findings from the CAZAG.

- Gather and review existing zoning maps, ordinances, and relevant planning documents.
- Assess zoning district definitions and boundary discrepancies.

## **2. GIS Mapping and Analysis**

- Convert existing zoning maps into a digital GIS format using Esri ArcGIS or an equivalent tool.
- Identify and resolve inconsistencies between the two existing maps.
- Develop a draft consolidated zoning map reflecting the current land use regulations of each community.

## **3. Stakeholder Engagement and Compliance**

- Work closely with municipal officials, the CAZAG, DuBois and Sandy Township planning commissions, and relevant stakeholders.
- Ensure the final map aligns with the MPC and the zoning ordinances of both communities.
- Present draft zoning map to the DuBois / Sandy Township Joint Consolidation Board to receive initial feedback.
- Conduct at least one public meeting to present the draft zoning map and gather feedback.

## **4. Final Map Delivery and Adoption**

- Incorporate stakeholder and public input into the final consolidated zoning map.
- Present final findings and zoning map at public meetings of the City of DuBois Council and the Sandy Township Board of Supervisors.
- Attend and provide testimony at Public Hearings for adoption of the new zoning map. Public Hearings will be held by both the City of DuBois and Sandy Township officials.

# Deliverables

Selected consultant will provide the following:

- High-quality digital map in an Esri-compatible format (shapefile, geodatabase, etc.) along with a pdf version for general use.
- 10 large-scale print outs for public display and staff use at municipal facilities.
- Documentation, metadata, and GIS layer descriptions for municipal staff use.

# 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 developers or private entities that may have a vested interest in outcomes of this zoning map 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.

- Demonstrated qualifications and experience with updates to zoning codes and zoning maps.
- 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](mailto:Search@kafferlinstrategies.com)

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