

# UPPER MORELAND TOWNSHIP

## MONTGOMERY COUNTY, PENNSYLVANIA



## REQUEST FOR PROPOSALS

PROFESSIONAL LEGAL SERVICES

RELATED TO

THE ZONING HEARING BOARD AND BOARD OF APPEALS

June 13, 2023

Notice is hereby given that Upper Moreland Township will receive proposals at the Upper Moreland Township Administration Building, 117 Park Avenue, Willow Grove, PA 19090 until **4:00 pm**, prevailing time, on July 13, 2023. All proposals must be sealed and addressed to Upper Moreland Township, Attention: Matthew H. Candland, Township Manager, at the above address, and marked "Proposal for Professional Legal Services Related to the Zoning Hearing Board" on the outside of the envelope.

## **INTRODUCTION**

Upper Moreland Township is soliciting proposals for professional legal services related to the appointment of the Zoning Hearing Board Solicitor.

Interested parties should submit proposals describing their firm's experience in representing municipalities, with details regarding any Zoning Hearing Board representation.

Although Upper Moreland Township is interested in reviewing each firm's experience and qualifications, the primary focus in the selection process will be on the individual proposed for the appointment.

Proposals will be received until **4:00 p.m., on Thursday, July 13, 2023.**

At this time, it is not anticipated that a pre-proposal meeting will be held. However, depending on the number of submissions and questions received a meeting may be required.

## **BACKGROUND**

Upper Moreland Township is a Township of the first class that occupies an area of 7.5 square miles in the northeastern corner of Montgomery County, Pennsylvania. The 2020 census reported a total population of 26,116. Upper Moreland is part of the Philadelphia Metropolitan Area and is approximately 15 miles north of downtown Philadelphia. The Township is bordered by the Montgomery County communities of Hatboro, Upper Dublin, Abington, Bryn Athyn, and Lower Moreland while Bucks County lies to the north.

The Board of Commissioners consists of seven elected officials who appoint five members to the Zoning Hearing Board.

The Zoning Hearing Board helps ensure the fair and equitable application of the Township's zoning ordinances by hearing appeals to the zoning officer's decisions. The Zoning Board is quasi-judicial and typically conducts its hearings on the second and fourth Thursday of every month.

In the past six years, on average, the Zoning Hearing Board held thirty-six hearings per year, as detailed below:

| <b>Number of</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Hearings         | 16          | 15          | 15          | 12          | 17          | 14          |
| Applications     | 39          | 44          | 39          | 21          | 42          | 35          |
| Continuances     | 4           | 1           | 9           | 4           | 4           | 5           |
| Withdrawals      | 3           | 13          | 3           | 2           | 3           | 3           |

Paul Purtell is the Zoning Officer and Code Enforcement Officer and Elda Maggeo is the Zoning Hearing Board Secretary.

Current Zoning Hearing Board members include:

- Dan Fannon – Chairman
- Anthony Corbett – Vice Chairman
- Raymond Fox, Jr.
- Peter O'Halloran
- Louise D'Alessandro

## **SCOPE OF SERVICES**

The proposals should demonstrate the Attorney's experience and qualifications representing municipal zoning hearing boards or boards of appeal, along with the experience and qualifications in the same areas of the proposed solicitor's firm, which may be called upon to support the Solicitor. The proposals should also address any potential conflicts of interest, and should explain how the conflicts will be addressed.

**Questions** regarding the request for proposals shall be submitted in writing no later than July 6, 2023 to:

Matthew H. Candland, Township Manager  
Upper Moreland Township  
117 Park Avenue  
Willow Grove, PA 19090  
Or via email to: [mcandland@uppermoreland.org](mailto:mcandland@uppermoreland.org)

## **SUBMITTAL REQUIREMENTS**

Seven (7) copies of the proposals shall be submitted on or before the specified date and time. The proposals should demonstrate the firm's experience and qualifications in the scope of services described above and shall include the proposed fee structure. The proposals should contain a listing of similar or related appointments, and shall highlight the experience of the proposed representative. The proposals should also include the qualifications of other key staff members proposed for the assignment. A list of references and contact information shall be included in the proposal.

## **UPPER MORELAND CONTACT**

For additional information please contact Matthew H. Candland, Township Manager at (267-607-1056) between 8:30 a.m. and 4:30 p.m.