

ABINGTON TOWNSHIP

APRIL 6, 2022



STRATEGIC PLAN COMMITTEE



TOWNSHIP OF ABINGTON

STRATEGIC PLAN COMMITTEE

A G E N D A **April 6, 2022** **7:00 PM**

There are three ways for the public to participate in the meeting: online, by phone, or an in-person viewing room. Residents can access the meeting online by a computer, iPad, iPhone, or Android at <https://us06web.zoom.us/j/83143950464>. This link will enable residents to hear the meeting and see presentations. There will be no video capabilities. Residents, who are unable to join online, can listen to the meeting by calling 1-929-436-2866 and entering the meeting ID number 831-4395-0464 when prompted. Residents, who are unable to join online or by phone, can watch, hear, and participate in the meeting in a viewing room at the Abington Township Municipal Building located at 1176 Old York Road, Abington, PA 19001.

CALL TO ORDER

CONSIDER APPROVAL OF MINUTES

- a. Motion to approve the Minutes from the Strategic Plan Committee Organization Meeting of January 19, 2022.

UNFINISHED BUSINESS

NEW BUSINESS

- a. Introduction of the Strategic Plan Committee, Its Role and Scope
- b. Discuss Township Strategic Plan including process and consultancy considerations.

PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY

ADJOURNMENT

BOARD POLICY ON PUBLIC PARTICIPATION

For Information Purposes Only

The Township shall conduct business in accordance with the Commonwealth of Pennsylvania Laws governing the conduct of public meetings and only establish guidelines that shall govern public participation at meetings consistent with the law.

Each commenter shall:

- Direct their comments to the Presiding Officer;
- Speak from the podium or into a microphone designated by the presiding officer;
- State their name for the record;
- Either orally or in writing provide their address for the record;
- Have a maximum of three minutes to make their comments. Each commenter when speaking to a specific agenda item, is to keep their comments relative to that identified agenda item;
- Speak one time per agenda item;
- When commenting on non-agenda items, the commenter is to keep their comments related to matters of the Township of Abington, Montgomery County, Pennsylvania.
- State a question to the Presiding Officer after all commenters have spoken, and;
- Be seated after speaking or upon the request of the presiding officer;
- Not engage in debate, dialogue or discussion;
- Not disrupt the public meeting, and;
- Exercise restraint and sound judgement in avoiding the use of profane language, and the maligning of others.

The stated Strategic Plan Committee Organization Meeting of the Board of Commissioners of the Township of Abington was held on Wednesday, January 19, 2022, via webinar with President Hecker presiding.

CALL TO ORDER: 6:45 p.m.

ROLL CALL: Present: Commissioners SCHREIBER, CARSWELL, WINEGRAD, BOLE, HENRY

Also Present: Vice President VAHEY
Township Manager MANFREDI

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS ONLY:

Lora Lehmann commented that she should be able to comment on who to nominate and she does not know who is on the committee; also, she asked for a description of the committee.

President Hecker replied that historically, administrative appointments have always been the duty of the Board President for both the committees and leadership, and we changed the process this year to allow the committees to elect their own leadership from amongst the membership. Also, the roll call at the beginning of the meeting was the committee membership.

NEW BUSINESS:

Election of Officers:

President Hecker asked for nominations for selection of Chair.

Commissioner Winegrad nominated Commissioner Bill Bole as Chairman of the Strategic Plan Committee, seconded by Commissioner Schreiber.

President Hecker asked for any other nominations. There were none.

Commissioner Schreiber made a MOTION, seconded by Commissioner Winegrad to close nominations.

MOTION was ADOPTED 5-0. Nominations were closed.

By a vote of 5-0, Commissioner Bill Bole was appointed Chairman of the Strategic Plan Committee on this 19th day of January 2022.

Chairman Commissioner Bole opened nominations for Vice Chair.

Commissioner Carswell made a MOTION to nominate Commissioner Lori Schreiber as Vice Chairwoman of the Strategic Plan Committee, seconded by Commissioner Henry.

Chairman Commissioner Bole asked for any other nominations. There were none.

Commissioner Winegrad made a MOTION, seconded by Commissioner Carswell to close nominations.

MOTION was ADOPTED 5-0. Nominations were closed.

By a vote of 5-0, Commissioner Lori Schreiber was appointed as Vice Chairwoman of the Strategic Plan Committee on this 19th day of January 2022.

ADJOURNMENT: 6:52 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary



STRATEGIC PLAN COMMITTEE

AGENDA ITEM

April 6, 2022

DATE

Administration

DEPARTMENT

AGENDA ITEM NUMBER

FISCAL IMPACT

Cost > \$10,000

Yes

No

PUBLIC BID REQUIRED

Cost > \$20,100

Yes

No

AGENDA ITEM:

Introduction of the Strategic Plan Committee, Its Role and Scope

EXECUTIVE SUMMARY:

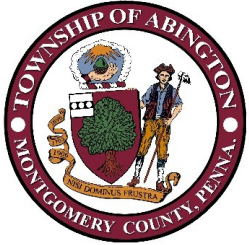
The Strategic Plan Committee has as its core scope and duties are to be responsible for recommending strategic planning consultant to the Board of Commissioners and to ensure the vision, mission and strategic focus areas as they relate to the implementation of the strategic plan is meeting the goals as defined by the BOC.

PREVIOUS BOARD ACTIONS:

Adoption of Resolution 21-029 on December 9, 2021, setting forth the policy and procedures for meetings of the Board of Commissioners and its Committees with an effective date of January 1, 2022. This policy included the establishment of the Strategic Plan Committee.

RECOMMENDED BOARD ACTIONS:

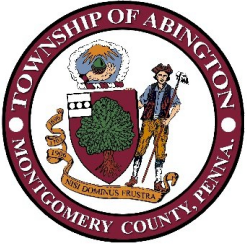
Introduction of the Strategic Plan Committee, Its Role and Scope



Strategic plan COMMITTEE

Scope and duties

The core scope and duties are to be responsible for recommending strategic planning consultant to the Board of Commissioners and to ensure the vision, mission and strategic focus areas as they relate to the implementation of the strategic plan is meeting the goals as defined by the BOC.



strategic plan committee



STRATEGIC PLAN

DEFINITIONS

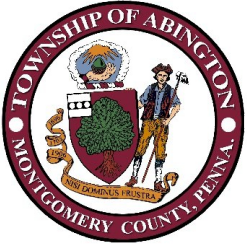
Vision Statement - Articulates what the Township aspires to be in the future.

Mission Statement- This is what your Township actually does to achieve the Vision.

Strategic Focus Area - Focus Areas are designed to keep the organization's priorities from getting distracted by what may appear to be competing opportunities. The strategic focus areas will drive policy decisions and priorities for the Township.

Guiding Principles - The Strategies guide the consistent development and execution of projects, policies and programs that continuously work toward achieving the goals expressed in the strategic focus areas.

Integrated Strategic Plan- A system that connects the strategic plan to key business practices of the Township including the budget, board agenda, staff work plans and other approved plans.



STRATEGIC PLAN COMMITTEE

Responsible Committee

		Scope and Core Duties	Objectives/Deliverables
Overarching Strategic Plan	1	Recommendation of Strategic Planning Consultant	Development of the strategic plan
	2	Consider, review and assess the focus areas of fiscal sustainability, infrastructure, economic growth, focus area for relevance and consistency.	To evaluate and determine if this focus area is still an area of focus and matches the mission, vision and goals of the Board of Commissioners are being met.



STRATEGIC PLAN COMMITTEE

AGENDA ITEM

April 6, 2022

DATE

Administration

DEPARTMENT

AGENDA ITEM NUMBER

FISCAL IMPACT

Cost > \$10,000

Yes



No



PUBLIC BID REQUIRED

Cost > \$20,100

Yes



No



AGENDA ITEM:

Criteria of the Selection of Strategic Plan Consultant

EXECUTIVE SUMMARY:

The strategic plan process began in 2018 and continues to evolve with post pandemic planning. The Strategic Planning Consultant Request for Qualifications (RFQ) was posted to the Township website on March 2, 2022. Submissions were due on March 18, 2022. Nine consultants submitted proposals with a cost range of \$24,000 to \$96,065.72. The timeline for the review, evaluation and selection of the consultant has been updated. The revised timeline includes the following updates: the review of submissions to March 21 - April 6, 2022; the evaluation of submissions to April 7 - May 4, 2022; and the final selection of the consultant to May 12, 2022.

PREVIOUS BOARD ACTIONS:

n/a

RECOMMENDED BOARD ACTIONS:

Discuss Township Strategic Plan including process and consultancy considerations.



ABINGTON TOWNSHIP

REQUEST FOR QUALIFICATIONS (RFQ):

Strategic Planning Consultant

PROPOSAL INFORMATION

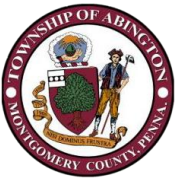
Submittal Deadline:
Friday, March 18, 2022

Submit Qualifications to:

Office of the Township Manager
Attention: Theresa Castorina
Executive Assistant to the Township Manager
Abington Township
1176 Old York Road
Abington, PA 19001

Any inquiry concerning this RFQ should be directed by e-mail to:

Ashley McIlvaine
amcivaine@abingtonpa.gov



ABINGTON TOWNSHIP
Request for Qualifications- Strategic Planning Consultant

REQUEST FOR QUALIFICATIONS:

Strategic Planning Consultant

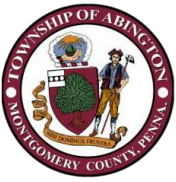
Abington Township will accept electronic qualifications for the Strategic Planning Consultant until **1:00 p.m. on Friday, March 18, 2022**, to tcastorina@abingtonpa.gov.

All qualifications presented will be in accordance with the Request for Qualifications ("RFQ") specifications. One (1) original electronic copy of each proposal shall be submitted to and received by e-mail at tcastorina@abingtonpa.gov with the subject line as "RFQ - Strategic Planning Consultant." RFQ's shall be addressed to:

Office of the Township Manager
Attention: Theresa Castorina
Executive Assistant to the Township Manager
1176 Old York Road
Abington, PA 19001

For an electronic version of the RFQ, please e-mail
tcastorina@abingtonpa.gov

If you have any questions regarding the contents of this RFQ, please contact Ashley McIlvaine Special Assistant to the Township Manager, as noted in the Request for Qualifications.



ABINGTON TOWNSHIP
Request for Qualifications- Strategic Planning Consultant

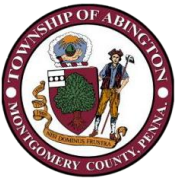
ABINGTON TOWNSHIP

REQUEST FOR QUALIFICATIONS:

**Strategic Planning Consultant for
Abington Township**

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ABINGTON TOWNSHIP
Request for Qualifications- Strategic Planning Consultant

I. GENERAL INFORMATION

A. BACKGROUND

Abington is a township located in Montgomery County, Pennsylvania, comprised of approximately 58,502 residents. The Township functions under a fifteen (15) member Board of Commissioners under a Council-Manager form of government with Departments providing quality services. Strategic planning is essential to thoughtful governance and identified priorities that will guide the day to day operations and future of the Township. This scope of services will include the appointment of a consultant to provide strategic planning services to the Abington Township Board of Commissioners through the Office of the Township Manager.

B. PROFESSIONAL CREDENTIALING

Consultant/Consultants assigned to the project must have at a minimum at least one of the following credentials, Master of Public Administration (MPA), Certified Public Manager (CPM), or Certified Total Quality Management (TQM) Facilitator.

C. RFQ SCHEDULE

This Request for Qualifications schedule (subject to change):

<u>DATE</u>	<u>EVENT</u>
March 2, 2022	Issued and Notice Given on Website
March 18, 2022	Submission Deadline (1:00 p.m.)
March 21 – April 6, 2022	Review & Evaluation of Submissions
April 14, 2022	Final Selection of Consultant

D. QUESTIONS

Any questions regarding this Request for Qualifications should be directed to the Office of the Township Manager by e-mail to:

Ashley McIlvaine, Special Assistant to the Township Manager
amcilmvaine@abingtonpa.gov

All questions must be received by 2:00 p.m. on March 17, 2022. Inquiries received after 2:00 p.m. will not receive responses. No responses will be provided to telephone inquiries.

E. ADDENDA

To ensure consistent interpretation of certain items, answers to questions the Township deems to be in the interest of all will be made available to all other respondents. Responses



ABINGTON TOWNSHIP
Request for Qualifications- Strategic Planning Consultant

to questions will not be issued in the form of an Addendum to the Request for Qualifications.

Abington Township may, at our discretion and without explanation to the prospective proposer(s), at any time choose to discontinue this RFQ without obligation to any proposer(s) who have submitted a proposal.

II. SCOPE OF WORK

The Township is soliciting qualifications from consultants interested in providing strategic planning consultant services for Abington Township. The services under consideration in this request for qualifications involve (but are not limited to):

1. Meet with the Township Manager, Board President, and the Chair of the Strategic Planning Committee to clarify expectations and desired outcomes; review schedule and timeline, budget, and format deliverables; and clarify the responsibility of each party.
2. Conduct workshops with the Board of Commissioners to understand the leadership's vision for Abington.
3. Conduct meetings with Township administration.
4. Engage the public to understand the public's vision.
5. Compile and share data collected from workshops.
6. Develop a strategic plan to determine priorities and set goals.
7. Provide a clear and concise statement that demonstrates an effective and efficient management approach to your Strategic Planning competencies.

III. PROPOSAL ELEMENTS

A. General Requirements

- 1) Proposal Submission: One (1) electronic copy of the Proposal shall be sent to and received by tcastorina@abingtonpa.gov with the subject line "RFQ- Strategic Planning Consultant."

Qualifications must be submitted no later than 1:00 p.m. on March 18, 2022 to:

Theresa Castorina
tcastorina@abingtonpa.gov

- 2) Preparation Costs: The Township will not be responsible for any costs associated with the preparation, submission, or presentation of any proposal.
- 3) Minority Proposer: Abington Township encourages all qualified businesses, including minority-owned and women-owned businesses, to respond to all invitations for Requests for Qualifications.



ABINGTON TOWNSHIP
Request for Qualifications- Strategic Planning Consultant

- 4) All submitted qualifications will be the property of Abington Township.
- 5) Open Records Law/Public Information: Under the Pennsylvania Right-to-Know (the "Law"), 65 P.S. §67.101, et seq., as amended, and other applicable laws, a record in the position of the Township is presumed to be a public record subject to disclosure to any legal resident of the United States upon request, unless protected by a statutory exception.
- 6) This RFQ shall not, without the Township's prior written consent, be disclosed to any Proposer, in any manner whatsoever, in whole or in part, or used for any purpose other than the submission of Qualifications to the Township.

B. Format of Technical Proposal

- 1) Title Page & Table of Contents:
 - a. Title Page should show the RFQ subject; the institution's name; contact name, title, office address, telephone number and E-mail address; and the date of the proposal.
 - b. Table of Contents should identify matters submitted by section and page number.
- 2) Contact Information: On a single cover sheet in your proposal, please provide:
 - a. The name of the organization, owner, address, and telephone number;
 - b. The name and contact information for the organization's primary contact;
 - c. E-mail address for organization principals or individuals working with the Township;
 - d. The year the organization or individual practice was established;
 - e. The MBE/WBE status of the organization
- 3) Personnel Qualifications:
 - a. Identify key personnel who will be responsible for facilitation and plan preparation;
 - b. Provide a resume and summary of experience for the individuals identified above, who will be responsible for facilitation and plan preparation;
 - c. Describe your experience assisting public counties, municipalities or other governmental agencies;
 - d. Describe any existing or potential legal or other policy conflicts of interest, or appearance of conflict of interest, you may have, or which reasonably might arise, because of your work with the Township;
 - e. State whether you or any principals in your organization have been (in the past five years) or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of this investigation;
 - f. Indicate any pending litigation in which you are involved which may directly or



ABINGTON TOWNSHIP
Request for Qualifications- Strategic Planning Consultant

- indirectly affect your ability to work with the Township in any manner;
- g. Please indicate the amount of professional insurance coverage which you carry, the amount of any self-retention, and the name of the carrier.

4) Specialized Strategic Planning Consultant Competence:

- a. Provide examples of respondent's experience in the past five years specifically related to the scope of services included in this RFQ. This section should also describe the respondent's experience in the following areas with examples for each.
- b. Describe the process the consultant will devise, implement, and execute to complete the engagement, including project timeline and deliverables.
- c. Include a clear and concise executive summary detailing your competencies directly relatable to the Strategic Plan to be delivered.
- d. Describe the approach to facilitation and solicitation of ideas from participating members.

1.) Capability:

- a. Provide information about the consultant and organization's capability to perform on short notice and in a timely manner.

2.) Project Management:

- a. Provide a plan for service delivery, and an explanation of how tasks and projects are managed within the organization to ensure timely response and completion.

5) Client List:

- a. Provide a list of current municipal clients, including at least three references from these organizations, including names, contact persons, and phone numbers.
- b. List any clients you currently represent that could cause a conflict of interest with your responsibilities to Abington Township and describe how you would be willing to resolve these or any future conflicts of interest.

NOTE: NO FEES AND/OR PRICING OF THE RFQ SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL.

C. Format of Cost Proposal

The sealed cost proposal shall contain detailed pricing information relative to the work as described for each section of the RFQ. Please include:

- 1) Please provide rates for providing the services described above:

Flat fee

(Indicate specific items to be covered by the fee)



- 2) A list of anticipated reimbursable expenses and the rate charged for each;
- 3) Any reduced fees offered to other municipalities, government entities, economic development or nonprofit organizations, and civic organizations;
- 4) Any other fees or charges not outlined in the other sections of the cost proposal.

Pricing will be reviewed based on reasonableness for services being provided, competitive market rates, and fee structure. The Township is not obligated to select the Proposal with the lowest fee proposal to perform these professional services.

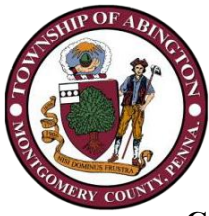
IV. SELECTION PROCESS

A. Selection Date

Selection of the consultant(s) to provide strategic planning and facilitation services will be based on timely written qualifications. Oral interviews may be conducted by telephone and in-person to assist the Township in the selection process. It is anticipated that the selection will be made on April 14, 2022 with the commencement of the appointment anticipated to start on April 18, 2022.

B. Evaluation Criteria

- 1) Any award to be made pursuant to this RFQ will be based upon the proposal, with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the proposer's responsiveness to the RFQ, and the ability of the proposer to meet the needs of Abington Township.
- 2) The following elements will be the primary consideration in evaluating all submitted qualifications in the selection of a consultant(s):
 - Clarity and completeness of the proposal and the apparent understanding of the work to be performed;
 - General qualifications, experience, and expertise of the proposer;
 - Soundness of the methods and approach to the work;
 - Information derived from reference checks and review of other documents completed and submitted by the proposer; and
 - Comparative cost of the organization's proposal.



C. In- Person Component

Once the qualifications have been evaluated, proposer (s) selected to proceed may receive an invitation for in-person interviews with their key staff that would be responsible for supporting the Township.

D. Reservations Regarding Selection

The Township reserves the right to do any or all of the following:

- 1) Conduct interviews with some or all of the Respondents.
- 2) Reject any or all Qualifications.
- 3) Waive any informality or irregularity in a Proposal.
- 4) Hold all Qualifications for a period of thirty (30) days after the date fixed for the opening thereof.
- 5) Enter into good faith negotiations with the Respondents to modify service or project descriptions to a greater or lesser magnitude than described in this RFQ or any Proposal.
- 6) Accept the Proposal that the Township deems at its sole discretion, to be the most favorable in the best interest of the Township.
- 7) Enter into good faith negotiations with the selected Respondents regarding the pricing set forth in the Proposal prior to entering into an agreement. If the agreement's negotiations cannot be concluded successfully with the first selected respondent, the Township may negotiate an agreement with the second selected respondent.
- 8) Re-advertise this RFQ for new Qualifications as may be deemed necessary at the sole discretion of the Township.