

Request for Proposal

July 22, 2019

Dear Sir or Madam:

Lower Saucon Township is accepting proposals from grant writing firms specializing in federal and state grant writing for fire emergency apparatus and equipment. We invite your firm to submit a proposal to us by August 9th for consideration. A description of the Township, the services needed, and other pertinent information follows:

Background of Lower Saucon Township

Lower Saucon Township is a Second-Class Township located in Northampton County, Pennsylvania. The Township was incorporated in 1743 and adopted its first Administrative Code on September 20, 1976, under the provision of Act 62 of 1972, Public Law 184, as amended (Home Rule Charter – Optional Plan). The Township operates under a Council-Manager form of Government and provides the following services as authorized by its Administrative Code: Public Safety – Police, Highways and Streets, Sanitation, Health and Social Services, Culture – Recreation, Public Improvements, Planning and Zoning, and General Administrative Services.

Basis of Request

Lower Saucon Fire and Rescue and Steel City Volunteer Fire Companies provide volunteer fire suppression and other emergency services to the Township.

Demographics

Lower Saucon Township has 10,772 citizens and is primarily a residential community. Industrial area located in the Township has a landfill and auxiliary businesses nearby. Residential community is more neighborhood housing with hydrant service, rural with no hydrant service, local school campus, two shopping centers, and several planned communities. Lower Saucon Fire and Rescue (LSFR) services most of the Township and has three stations. Steel City Volunteer Fire Company services the Steel City area. Both have the authority to cover all of Lower Saucon as well as respond to mutual aid calls.

Services to be performed

Your proposal is expected to cover the following services:

1. Review of specifications of any vehicles or emergency equipment to be purchased
2. Communicate with Lower Saucon officials as well as Officers of the Fire Companies.
3. Apply for any appropriate State funding opportunities
4. Apply for any appropriate Federal funding opportunities

Key Personnel

Following are key contacts for information needed in preparing your proposal:

Leslie Huhn	Township Manager
Scott Krycia	President LSFR
Chris Snyder	Steel City Fire Chief
Cathy Gorman	Director of Finance
James Rayner	Treasurer of LSFR
David Rockstroh	Treasurer of Steel City Fire

Your Response to This Request for Proposal

In responding to this request, please provide the following information:

1. Detail your firm's experience in providing grant writing services to local governments or fire departments in the State of Pennsylvania.
2. Identify the staff member(s) of your firm who will be assigned to our Township if you are successful in your bid, and provide biographies.
3. Provide list of grant awards
4. Describe your firm's method of ascertaining information to apply for the grant
5. Provide your fee proposed service.

Evaluation of Proposals

Lower Saucon Township will evaluate proposals based on the following areas:

1. The firm's qualifications, professional expertise and experience in conducting grant writing services for local governments or fire departments in Pennsylvania.
2. The costs for services.

As previously mentioned, if you choose to respond to this request, please do so by August 9th.

Sincerely,

Leslie Huhn
Township Manager