

**CARROLL TOWNSHIP**  
**PERRY COUNTY, PENNSYLVANIA**

**50 Rambo Hill Road**  
**Shermans Dale, PA 17090**

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**BOARD OF SUPERVISORS:**

Charles E. Thiemann, Chairman

Kirby W. Kitner, Vice Chairman

Richard Baum, Supervisor

**CODE ENFORCEMENT OFFICERS:**

Lenny Sizer, FSA, INC

**SECRETARY/TREASURER:**

Barbara Clark

**ASSISTANT SECRETARY/TREASURER:**

Tonya Bolden

**Request for Proposals:**

Carroll Twp, Perry County is seeking individuals or professional firms to provide service as the Township's designated Code Enforcement Officer.

**Background:**

Currently, Carroll Township, Perry County manages code enforcement in the following manner; enforcement of the UCC is provided through membership in the Perry County COG, who utilizes a 3<sup>rd</sup> party to perform building plan review and inspection for permitted construction and renovation projects. Zoning review, permitting, and enforcement (ZEO), sewage enforcement (SEO), engineering services, and any other code enforcement are provided via FSA, Inc.

For the RFP, Code Enforcement are those activities as noted below and do not include plan review and building code administration and inspection. It is not intended that the firm or individual would need to be certified as a building inspector or professional engineer. The Township would retain a ZEO, SEO, and Engineer and UCC enforcement outside of this RFP.

**The scope of services under this RFP include the following:**

- Receipt and logging of complaints filed via the township's complaint form, provided by township staff, the Board of Supervisors, presented at public meetings and/or provided by other AHJ's.
- Gather any additional information, determine validity, and determine next steps and investigative requirements.
- Coordinate with other Township resources, including solicitor, SEO, ZEO, Engineer and Board of Supervisors where required.
- For items that fall primarily within the responsibilities of the SEO or ZEO, track and manage these items through disposition.
- Collect and maintain evidence related to investigations in a manner that preserves the information in the event of legal proceedings.
- Determine an appropriate level of enforcement response focusing initially on education and voluntary compliance.

- Communications, including verbal, written and face-to-face meetings with affected property owners, occupants, or their representatives
- Testify at formal hearings or court proceedings as necessary.
- Provide a monthly written report on code enforcement activities to the Board of Supervisors.
- It is intended that this service would be provided on a per hour basis, with an estimated 8 hours per week

**Your proposal should include information demonstrating:**

- General knowledge of code enforcement process, rights of property owners, and responsibilities relating to Townships of the 2<sup>nd</sup> Class.
- Skills with handling contentious situations in a manner that focuses on de-escalation and productive outcomes.
- The ability to apply codes and regulations to real-world situations.
- Current and past experience in this or a similar role.
- The availability of the assigned individual, including a strategy for how responses to emergencies or situations occurring outside of 8a-5p M-F work hours would be handled.

**Fee: Schedule:**

Provide the proposed hourly fee or wage as applicable to your proposal.

**Form of Agreement:**

The Township is entertaining both firms interested in working on an hourly basis and individuals who would be interested in part time employment. Final terms would be negotiated between the township and intended firm or candidate.

**Proposal Criteria:**

Proposals received will be reviewed and evaluated in the following areas:

- The names and qualifications of the personnel who will be assigned to work with the Township.
- The type and tenure of the experience of the agency/individuals who will perform these services.
- References from other municipalities.

Please note that the Township reserves the right to modify the criteria by either adding additional criteria to the evaluation or deleting criteria found to be not applicable to the decision-making process. The Township reserves the right to reject any or all proposals, to waive any defects, errors, omissions, irregularities, or informalities in a proposal or the proposal procedures, and to accept any proposal which it may deem to be for the best interest of the Township.

**Deadline:**

Submission Deadline is September 3, 2025. The proposal must be received in hand by the Township no later than 1:00 PM, and must be submitted by mail or delivered in person. All proposals must be marked "Proposal for Carroll Township - Code Enforcement" and must also state the name of the proposer.

**Carroll Township is an equal opportunity employer and welcomes applications from all qualified individuals.**