

Request for Proposal (RFP)
Abbottstown Borough, Adams County, PA

1. Purpose of RFP Solicitation

Abbottstown Borough requests your formal proposal to provide general solicitor services for the 2026 calendar year. The agreement would be for a one-year period beginning January 2, 2026, with the right to extend. Council meets on the 3rd Thursdays of each month, however, meeting attendance is required only during active project involvements.

2. Evaluation Criteria

Responses to the RFP will be evaluated on the following criteria:

- A. Proposed approach and plan to support Abbottstown Borough
- B. Quality of services, as expressed by provided references
- C. Comprehensiveness of services offered
- D. Fees & costs for services and regular meeting attendance
- E. Effective application of technology to improve service/reduce cost

Agents are strongly encouraged to be brief and concise in their responses and to properly list their fee quotes. Attach exhibits only when necessary. In some cases, Abbottstown Borough Council may request a personal interview with proposed solicitor, follow-up presentations or discussions for further clarification of proposal.

3. Questions and Timeframe

Questions concerning the RFP should be e-mailed to Dr. David W. Bolton, PhD, MBA, CBO, at abbottstown@comcast.net. To allow adequate time for Borough Officials to research and respond, all questions should be submitted no later than Thursday, November 7, 2018.

Hard copies by mail or fax, or emailed proposals must be received by Abbottstown Borough at the following location no later than Monday, September 15, 2025, at 3 pm.

Abbottstown Borough
241 High Street
Abbottstown, PA 17301
717-259-0965 phone
717-259-6213 fax
abbottstown@comcast.net

4. Proposed Fees and Format

Please provide all of your proposed fees that would be charged to Abbottstown Borough or its residents in a clearly readable chart.

5. Abbottstown Borough Information

Abbottstown Borough has roughly one thousand residents and 398 parcels. We have a 2025 budget of \$386,800 revenues and \$383,804 expenses, with \$15,000 for engineering services.

The full budget can be seen on our website: AbbottstownBorough.com.