

Planning and Technical Assistance for
Community Development, Housing and
Economic Development Components of the
Community Development Block Grant and
Related Programs.

**REQUEST
FOR
PROPOSALS**

THIS SOLICITATION IS IN
SUPPORT OF THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM
AND HOME INVESTMENT PARTNERSHIPS
PROGRAM OF THE CITY OF BETHLEHEM

Alicia Karner, Director of Community and Economic Development
City of Bethlehem
10 East Church Street
Bethlehem, PA 18018

Proposals due by 4pm on September 21, 2018

CITY OF BETHLEHEM

REQUEST FOR PROPOSALS – CDBG, HOME AND RELATED PROGRAMS

August 2018

The City of Bethlehem, through its Department of Community and Economic Development, hereinafter referred to as “the City”, is currently administering the HUD funded Community Development Block Grant Program and HOME Investment Partnerships Program. The City’s Action Plan for the Forty-Third Year is complete and has been filed with HUD. The City will need to complete a new Consolidated Plan (2020-2024), as well as Action Plans for the Forty Fifth Year (2019-2020), Forty Sixth Year (2020-2021) and Forty Seventh Year (2021-2022), assuming funds are appropriated by the Congress. The City operates on a calendar year action plan cycle.

TYPES OF SERVICES REQUIRED:

To assist in the implementation of the Five Year Consolidated Plan (F.Y. 2020 – F.Y. 2024), and also the planning and implementation of the next three year programs, the City will require a community development consultant to provide technical assistance in connection with the following tasks:

- a. Preparation of the annual Action Plans;
- b. Preparation of annual performance reports;
- c. Preparation of environmental review records;
- d. Compliance with citizen participation;
- e. Advice and assistance in carrying out specific program activities, including compliance with HUD regulations;
- f. Providing monthly updates on all federal statutes, circulars, executive orders, and regulations, which directly relate to the CDBG and HOME programs;
- g. Provision of technical assistance in connection with implementation of the City’s CDBG and HOME Programs and related programs including Economic Development and Housing Activities as described in the Consolidated Plan;
- h. Revisions to the City’s Five-Year (F.Y. 2020 - F.Y. 2024) Consolidated Plan in subsequent years;
- i. Preparation of Redevelopment Proposals;
- j. Identification of alternate funding sources for housing and community development and economic development activities and preparation of the documentation and the provision of technical services required in order to meet the State or Federal agency requirements for filing and/or implementation;

- k. Preparation of related Housing or Community Development Grant Applications as required, including Environmental Review Records, advocacy before HUD Area and Central Offices and/or State offices on behalf of the applications and other related tasks in conjunction with the approval and implementation of the application.

The offeror may be requested to undertake Tasks “a” through “e” on either a lump sum or hourly basis. Work in connection with Tasks “f”, “g”, and “h” should be billed on an hourly basis. For any tasks described in “i”, “j” and “k” for which the City requests assistance, the City and the offeror may enter into a separate contract for a fee which is determined reasonable and customary given the Scope of Work to be performed, or compensation for such services may be on an hourly basis depending on the overall Scope of Work.

The City intends to select an offeror which it deems best qualified in its judgment to provide all of these services as needed for the continuation of the Community Development Block Grant and Related Programs.

The City will negotiate with such offeror deemed most qualified to determine the fee for such services. If the City is unable to negotiate a fee which seems reasonable, the City may negotiate with the offeror deemed second best qualified or the City may issue another Request for Proposal. This multi-year commitment to the offeror is subject to HUD approval of future requests for CDBG funds and no costs shall be considered incurred or encumbered for such years until HUD issues its approval letters.

INFORMATION AND DATA REQUIRED OF EACH OFFEROR

All offerors are required to submit **three original and one electronic** (thumb drive or CD) copy of their proposal to the City by **September 21, 2018 at 4:00 pm**. Such proposal shall contain responses to the following:

- I. Qualifications, Capacity and Experience of the Consultant
 - 1. Demonstrate the experience of the consultant in conducting efforts of the nature and scope required by this Request for Proposal; i.e. CDBG Program, HOME Program, Economic Development Projects, and Housing Programs and Redevelopment Proposals.
 - 2. Identify the key personnel to be assigned to render the services required.
 - 3. Indicate the number of employees who work exclusively for the offeror.
 - 4. Provide the hourly rate by job classification for all personnel to be assigned. The hourly rate shall include overhead and profit as well as the direct salary costs.
- II. Work Plan

Consultant’s proposed scope of service reflecting his work plan for tasks “a” through “i” shall be set forth.
- III. Small, Minority and Women Enterprise Participation and Participation by Section 3 and Labor Surplus Area Firms

If the offeror qualifies under any of these five categories, the offeror shall set forth the basis so that the City can determine which category(s) are applicable to the offeror.

1. Small business firm
2. Minority owned business firm
3. Women owned business firm
4. Section 3 business firm
5. Labor surplus area business firm

IV. Basis for Compensation

The offeror will furnish a not-to-exceed fee, and an hourly rate, and an estimated number of hours needed to commit to each Task for services to be provided under Tasks “a” through “d” (basic services). The City reserves the right to decide whether these services will be provided under lump sum or hourly rate. The hourly rates by technical positions of personnel to be assigned to perform Tasks “a” through “d” and Tasks “e” through “k” will also be included. Annual increases in such fees and hourly rates should be noted. The City intends to enter into a contract, which covers the basic services and technical services for the Forty-Second Program Year. The compensation for tasks associated with the Forty-Third and Forty-Fourth Program Years shall be inserted as addendum to the contract prior to commencing work in the Forty-Third and Forty-Fourth. From time to time throughout the next three years, the City may require the offeror to undertake a task under “i”, “j” or “k”. Prior to commencing said task, a lump sum fee or estimate of cost within the range quoted in this response shall be negotiated and added to the contract as an addendum.

FACTORS FOR AWARD

The City will evaluate each written proposal, determine whether oral discussions of the proposal are necessary, then based on the content of the written proposal and oral discussions, if any, select a firm best qualified for the assignment based on the data submitted and whose offer is most advantageous to the City, price and other factors considered.

In evaluating the proposal, the City will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The offeror with the highest total points will be selected for the purpose of negotiating the required contract including compensation. If the City is not satisfied with the basis used by the offeror or by the price of the services to be rendered, the City may proceed to negotiate a contract with the offeror with the next highest point total. The points to be awarded are set forth for each segment or sub segment below:

I. Qualification, Capacity and Experience of the Consultant (55 points)

Demonstrate the qualifications, capacity and experience of the Consultant in conducting efforts of the nature and scope required by this Request for Proposal. The Consultants will be placed in rank order from most qualified to least qualified. The firm deemed most qualified will receive the maximum point score. Each succeeding consultant will receive a score in decreasing multiples of five points.

II. Work Plans (25 points)

Adequacy of Consultant's work plans in light of the tasks to be accomplished shall be evaluated. The Consultants will be placed in rank order based on the adequacy and responsiveness of their work plans. The Consultant providing the most responsive and adequate work plan will receive maximum points. Each succeeding consultant will receive a score in decreasing multiples of five points.

III. Participation by Small, Minority, Women, Section 3 and Labor Surplus Area Firms (10 points)

Any offeror who meets one or more of the following factors shall receive two (2) points for each factor met:

1. Small business firm
2. Minority owned business firm
3. Women owned business firm
4. Section 3 business firm
5. Labor surplus area business firm

IV. Compensation (10 points)

The fees quoted shall be evaluated and the maximum points will be given a qualified offeror with the lowest compensation. Lower points will be awarded to offerors with the higher compensation rates on a percentage basis.

Please include at least three references in the proposal

Please direct all questions to:
Allyson Lehr, J.D., Housing & Community Development Planner
City of Bethlehem
10 E. Church Street
Bethlehem, PA 18017
alehr@bethlehem-pa.gov