

Request for Proposals City of Bethlehem Blight Remediation Plan

Contact	Allyson Lysaght, Community Development Planner alysaght@bethlehem-pa.gov
Summary	The City of Bethlehem is seeking proposals from qualified consultants to facilitate the creation of a Blight Mitigation Plan that will serve as the community’s guide to blight efforts. The plan should include an assessment of current conditions, an evaluation of current blight policies and procedures, the facilitation of community meeting with key stakeholders and a final strategic plan highlighting action steps that will guide the City through blight remediation efforts.
Schedule	<p><u>Solicitation Date</u> – February 14, 2017</p> <p><u>Deadline for Written Questions:</u> March 10, 2017</p> <p><u>Proposal Deadline</u> March 22, 2017 at 4:00 PM local Time. Sealed proposals for the project will be received by Allyson Lysaght, Community Development Planner, City of Bethlehem, 10 E. Church Street, Bethlehem, PA until the Proposal Deadline. Proposal envelopes are to be marked “Proposal for Blight Mitigation Plan.” Late proposals, faxed proposals, emailed proposals, or unsigned proposals will be rejected. Submit one original and five copies of the proposal. There will not be a public opening for this RFP. <u>Do not assume that a guarantee by a mailing service will ensure that the bid is received by the bid deadline.</u></p>
Project Scope	<p>The Blight Mitigation Plan will include at a minimum the following:</p> <ul style="list-style-type: none"> • Meet with city representatives to discuss the project, including tools to be used and any expected support from city staff • Depending on timing, inventory or review initial inventory of city properties to determine blighted structures and lots along with identification of ownership and current occupancy status • Engage in outreach to key community stakeholders who should be involved in the blight remediation process, facilitate stakeholder meetings as necessary • Review city ordinances to identify any legal operations needing improvement regarding a blight designation and/or process • Review current city processes and procedures for documenting violations, issuing citations and eventually blighting properties • Identify best practices for taking properties through the blight certification process in the most efficient manner possible • Determine metrics for measuring progress and successes in the city’s efforts of blight mitigation • Develop an overall strategic plan for the reduction of blighted properties throughout the city using conservatorship, eminent domain or private

	<p>sale. Included should be recommendations regarding any enhancements to the code enforcement, legal and property disposal processes. This plan should include:</p> <ul style="list-style-type: none"> ○ Priority properties ○ Potential best uses for problem properties ○ Any recommended changes to the city’s processes or ordinances for blighting properties ○ Creation of a blight prevention strategy to curtail the spread of blight in the city
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<p>Proposal Evaluation</p>	<p><u>Experience of the Firm</u> (20 points)</p> <ul style="list-style-type: none"> ● Overall understanding of the issue based on past projects. ● Responses of the references. ● Presence of the required disciplines. ● Demonstrated experience with performing comparable work. ● Demonstrated knowledge of the area under review. ● Demonstrated ability to work with policy makers in facilitating decisions. ● The ability to translate the project scope into action as demonstrated in past experiences. <p><u>Experience of Personnel</u> (20 points)</p> <ul style="list-style-type: none"> ● Experience, reputation, and interpersonal skills of the project manager, including demonstrated ability to successfully lead and implement projects. ● Level of effort and participation in the project of key personnel. ● Experience, education, and qualifications of key personnel with similar roles and projects. ● Ability to help decision-makers reach conclusions that are implementable. ● Demonstration of availability of key staff to complete the project in an expeditious manner. ● The ability to work with multiple stakeholders to reach consensus on project outcomes. <p><u>Work Plan</u> (40 points)</p> <ul style="list-style-type: none"> ● Thoroughness and responsiveness to the RFP. ● Ability to suggest ways to accomplish objectives of the RFP in a creative manner. ● Ability to consider the diverse needs and attributes of the city and how this plan will improve the quality of life for residents. ● Understanding of the project objectives and work tasks as well as the need to include financial feasibility, cost effectiveness, and operational constraints in each aspect of the study. ● Scope of work approach, timing, staffing, and substance. ● Ability to complete the project in a timely manner. <p><u>Cost Allocation</u> (20 points)</p> <ul style="list-style-type: none"> ● Proposed budget and justification of costs. ● Allocation of resources among work tasks (including person/position hours).
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	<ul style="list-style-type: none"> Ability to perform project within a budget, including demonstrated work efforts of a similar nature that came in at or under budget. <i>Provide specific studies and names and phone numbers of contact persons.</i> <p>Based on evaluation of the written proposal, the evaluation committee may require additional information from the top-scoring proposers to clarify/confirm proposal information. Additional information obtained may be any or all of the following: proposer interviews, reference reviews, proposer presentations. Failure of a proposer to fulfill or accommodate additional information requests may result in rejection of that proposal.</p>
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Proposal Contents	<p><u>Work Plan</u> Proposals should describe how the Consultant will address each item outlined in the Project Scope. Describe tasks to be completed and provide a detailed timeline.</p> <p><u>Qualifications</u> Proposals should describe the Consultant’s qualifications for this project. List members of the project team and briefly describe their qualifications and related experience. Include a detailed resume and a time commitment for each person to be assigned to the project. Describe similar projects the project team has completed including name of the client and a reference who may be contacted.</p> <p><u>Budget</u> Provide a detailed budget consistent with the work plan.</p> <p>Emphasis to be placed upon providing information on project approach, similar projects recently performed, and availability and qualifications of staff. Clarity, brevity, and precision in the proposal are required.</p>
Rights Reserved	The City of Bethlehem reserves the right to waive any irregularities which may or may not be in the City’s best interest. The City reserves the right to accept or reject any and all proposals, and may select the proposal which in the opinion of the City is the most advantageous to the City of Bethlehem in accordance with procurement guidelines.
Warranty	<p>By the act of submitting a proposal, the proposer warrants that:</p> <ul style="list-style-type: none"> Proposer and its subcontractors carefully and thoroughly reviewed the RFP and found it complete, free of ambiguities, and sufficient for the purposes intended; and Proposer and all workers, employees, and subcontractors are skilled and experienced in the type of work represented by the RFP; and Proposal is based solely upon the RFP and properly issued addenda and not upon any other representation; and Neither the proposer nor its employees, agents, or subcontractors have relied upon any verbal representations allegedly authorized or unauthorized from the City, its employees or agents, in assembling the proposal.

