

REQUEST FOR PROPOSALS
For
CONSULTING SERVICES

FIVE YEAR CONSOLIDATED PLAN
&
FIRST YEAR ACTION PLAN
FOR
MILLCREEK TOWNSHIP, PA
(FY 2018 - FY 2022)

ERIE COUNTY DEPARTMENT OF PLANNING
ON BEHALF OF
MILLCREEK TOWNSHIP, PA

OCTOBER 5, 2017

**REQUEST FOR PROPOSALS (RFP)
FOR CONSULTING SERVICES
FOR FIVE YEAR CONSOLIDATED PLAN AND FIRST YEAR ACTION PLAN
MILLCREEK TOWNSHIP, PA**

SECTION I - INTRODUCTION

BACKGROUND INFORMATION

Millcreek Township receives an annual allocation of Community Development Block Grant funds from the U.S. Department of Housing and Urban Development pursuant to Title I of the Housing and Community Development Act of 1974, as amended. It does not receive HOME, ESG, OR HOPWA monies. The Township became a HUD entitlement in 1998 when it surpassed 50,000 in population and since 1998 has received approximately \$5.4 million in CDBG funding. Its allocation for FY 2017 was \$232,244. The program year runs from July 1 to June 30. The Township's CDBG program is administered by the Erie County Department of Planning (ECDP).

OBJECTIVE

Millcreek Township is seeking proposals from qualified consulting firms to prepare a new "Five Year Consolidated Plan" and "First Year Action Plan" for submission to the U.S. Department of Housing and Urban Development (HUD). The CP will cover Fiscal Years 2018, 2019, 2020, 2021 and 2022. The Action Plan will be for FY 2018. The CP and Action Plan is due into HUD by May 11, 2018.

PROPOSAL DUE DATE

Proposals must be received at the Millcreek Township Municipal Building, Room 203-Administrative Offices, 3608 West 26th Street, Erie PA 16506-2037 no later than 3:00 PM on Friday October 27, 2017. Any proposal submitted after this time will not be accepted.

PROPOSAL SUBMITTAL

An original and four (4) copies of the proposal shall be submitted. On the outside of the package containing the Proposal shall be the name and address of the consultant and a label identifying the package as "PROPOSAL - MILLCREEK TOWNSHIP FIVE YEAR CONSOLIDATED PLAN and FIRST YEAR ACTION PLAN"

PROPOSAL VALIDITY

A proposal may be withdrawn up until the date and time set for receiving proposals. Any proposal not so withdrawn shall, upon opening, constitute an offer for a period of forty-five (45) calendar days to provide the services set forth.

LIABILITY REQUIREMENTS

Upon award, the successful firm shall supply and maintain insurance which indemnifies and holds harmless the Township, its officers, employees and agents (Erie County Department of Planning) from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omission hereunder by the contractor or third party under the direction or control of the contractor. The successful proposer must furnish the Township with Certificates of Insurance prior to commencement of work.

DISCLAIMER

The Township reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Proposer; 4) award a contract in what it believes to be the best interest of the Township; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the Township; 6) reject the Proposal of any Proposer who has previously failed to perform properly and/or has failed to complete a contract within a specified timeframe; and 7) reject the Proposal of any Proposer that is not in a position to fulfill a resulting contractual obligation. This Request for Proposals (RFP) does not commit the Township to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a proposal.

CONTACT PERSON

Any questions concerning this RFP should be directed to:

Joseph T. Berdis, CDBG Administrator
Erie County Department of Planning
150 East Front Street, Suite 300
Erie Pennsylvania 16507
(814) 451-7330/ jberdis@eriecountypa.gov

SECTION II – PROPOSAL FORMAT

It is suggested that the consultant submit a Letter of Transmittal, signed by the individual authorized to commit the consultant to the submitted proposal. The letter should clearly state the legal name, address, telephone number and email address of the consultant. Additionally the consultant should address the following:

➤ **Approach to Scope of Work –**

- Outline the approach that will be utilized to perform the scope of work to complete the tasks as required by 24 CFR Part 91, Subpart B. Include a description of the proposed work product and proposed work plan with timeline for significant deliverables and accomplishments.
- Provide a budget outlining tasks, deliverables and proposed cost of services. Hourly rates of all persons working on the project shall be identified as well as the estimated number of hours necessary to complete tasks.

➤ **Qualifications, Experience, and Time Commitments of Proposed Technical Staff**

- Demonstrate experience in conducting efforts of the nature and scope required by this Request for Proposals. Identify the HUD Entitlement communities that you have assisted. Indicate the number of HUD approved CP's your firm has prepared. Highlight experience with Consolidated Plans, HUD eCon Tool and IDIS.
- All proposers are to provide the names, addresses and phone numbers of three references for community development clients; three references for Consolidated Planning clients; and three references for affordable housing clients.
- Identify the project coordinator and other key personnel to be assigned to render the service required and submit resumes of their backgrounds.
- Set forth the estimated level of effort in terms of time commitment to be provided by the specifically identified key personnel for a preparation of the Five-Year Consolidated Plan and First Year Action Plan for Millcreek Township.

➤ **Participation by Minority Business Enterprise (MBE), Women Business Enterprise (WBE) & Section 3 firm**

- Millcreek Township encourages the participation of Minority and Women Business Enterprises and Section 3 Business Concerns in all housing and community development programs receiving funds from the U.S. Department of HUD. In an effort to achieve this objective, the Township has assigned a point value for participation of such entities in the evaluation criteria.

➤ **Fee for Services**

- The offeror must suggest a lump sum fee, not to exceed \$17,000, for the preparation of the Five-Year Consolidated Plan and First Year Action Plan as part of the proposed submission

SECTION III - EVALUATION CRITERIA

The Township will evaluate each written proposal and determine whether oral discussion of the offer is necessary. Based on the content of the written proposal and oral discussion, if any, points will be assigned for each segment of the proposal in accordance with the criteria hereinafter set forth. The proposer with the highest total points will be selected. The points to be awarded are set forth for each major segment and sub segment below:

FACTORS	POINTS
<p>Approach to Scope of Work</p> <ul style="list-style-type: none"> ➤ Adequacy of the Scope of Work including timeline for significant deliverables and accomplishments and budget outline. 	40
<p>Offeror's Qualifications, Experience and Time Commitments of Proposed Technical Staff</p> <ul style="list-style-type: none"> ➤ Demonstrated experience of the proposer in HUD entitlement communities and success with Housing Programs and Consolidated Planning. (20 pts. sub-factor) ➤ Demonstrated ability of specifically named key personnel to carry out proposed assignments. (10 pts. sub-factor) ➤ The adequacy of the proposed level of effort in terms of time commitment of key personnel. (15 pts. sub-factor) 	45
<p>Participation by Minority Business Enterprise (MBE), Women Business Enterprise (WBE) & Section 3 firm</p> <ul style="list-style-type: none"> ➤ Any proposer who meets any one of the following criteria shall receive five (5) points: <ul style="list-style-type: none"> • Minority owned business firm • Women owned business firm • Section 3 business firm 	5
<p>Fee for Services</p> <ul style="list-style-type: none"> ➤ Fee for services, not to exceed \$17,000. 	10
TOTAL SCORE	100

SECTION IV – SCOPE OF SERVICES

The Five Year Consolidated Plan will be prepared in the most current version of the HUD eCon Planning tool for IDIS as required by HUD. The consultant will assist County Planning/Township through the steps required for preparation of the Five Year Consolidated Plan which include assisting in determining needs, setting priorities, identifying resources, and setting goals.

The Consultant shall be responsible for all consultation required as part of the planning process and shall assist the ECDP/Township with fulfilling the citizen participation requirements including attendance at hearings, and preparation of hearing announcements.

The Consultant shall be responsible for uploading the Five Year Plan in HUD's eCon Planning Suite using the most current template in IDIS, run a quality check and verify the status final submission of the Plan in the eCon Planning Suite in IDIS. The Five Year Plan components shall include:

Administrative Element

- Plan Set Up in IDIS
- SF 424
- Certifications

Executive Summary

- ES – 05 – Executive Summary

The Process

- PR – 05 – Lead and Responsible Agencies
- PR – 10 – Consultation
- PR – 15 – Citizen Participation

Needs Assessment

- NA – 05 – Overview: Housing Needs Assessment- In addition to 2000 Census data made available through the eCon Planning tool, the consultant shall provide more current market and census information as available
- NA – 10 – Housing Needs Assessment.
- NA – 15 – Disproportionately Greater Need
- NA – 20 – Disproportionately Greater Need: Severe Housing Problems
- NA – 25 – Disproportionately Greater Need: Housing Cost Burden
- NA – 30 – Disproportionately Greater Need: Discussion
- NA – 35 – Public Housing
- NA – 40 – Homeless Needs Assessment
- NA – 45 – Non-Homeless Special Needs Assessment
- NA – 50 – Non-Housing Community Development Needs

Market Analysis

- MA – 05 – Overview: Housing Market Analysis
- MA – 10 – Number of Housing Units

- MA – 15 – Cost of Housing
- MA – 20 – Condition of Housing
- MA – 25 – Public and Assisted Housing
- MA – 30 – Homeless Facilities and Services
- MA – 35 - Special Needs Facilities and Services
- MA – 40 – Barriers to Affordable Housing
- MA – 45 – Non-Housing Community Development Assets
- MA – 50 – Needs and Market Analysis Discussion

Strategic Plan

- SP – 05 – Overview of Strategic Plan
- SP – 10 – Geographic Priorities
- SP – 25 – Priority Needs
- SP – 30 – Influence of Market Conditions
- SP – 35 – Anticipated Resources
- SP – 40 – Institutional Delivery Structure
- SP – 45 – Goals
- SP – 50 – Public Housing Accessibility and Involvement
- SP – 55 – Barriers to Affordable Housing
- SP – 60 – Homeless Strategy
- SP – 65 – Lead-Based Paint Hazards
- SP – 70 – Anti-Poverty Strategy
- SP – 80 - Monitoring

The services of the consultant will commence upon execution of a written Agreement and Notice to Proceed order with Millcreek Township. Contract Award is anticipated by November 15, 2017. The Notice to Proceed will follow shortly thereafter. It is expected that the Consultant will begin his/her services promptly after receipt of the Notice to Proceed to ensure that the Five Year CP and First Year Action Plan is submitted to HUD by May 11, 2018. The Consultant shall respond to any concerns or requests for additional information from HUD's review of the Consolidated Plan and Action Plan, as well as prepare any revisions required by HUD.

The Consultant will coordinate with County Planning's CDBG Administrator to ensure timely development of various components of the Plans and necessary items such as public notices, scheduling of meetings and hearings. The (ECDP) will be responsible for publishing all public notices for meetings, identifying and arranging for meeting locations, and providing the Consultant with reports, data, etc. at its disposal which may be necessary to complete the CP and Action Plan.

It is expected that the Consultant will provide the ECDP and Township with a draft Consolidated Plan and Action Plan in a timely manner for review and comment prior to distribution of these documents to the public for comments.

An original and two (2) copies of the final CP and Action Plan shall be provided to the ECDP, along with a PDF version. The Consultant is to contact HUD to determine how many copies and in which format the documents need to be submitted to the HUD Pittsburgh Office.