

**PROFESSIONAL ECONOMIC AND COMMUNITY
DEVELOPMENT AND HOUSING CONSULTING SERVICES**

REQUEST FOR PROPOSALS

**THIS SOLICITATION IS IN SUPPORT OF
FEDERAL PROGRAMS FOR THE
CITY OF YORK, PENNSYLVANIA**

**Mr. Kevin Schreiber, Director
Economic and Community Development
City of York
101 S. George St., P.O. Box 509
York, PA 17405**

CITY OF YORK
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
REQUEST FOR PROFESSIONAL COMMUNITY DEVELOPMENT
CONSULTING SERVICES

In accordance with the Common Rule (24 CFR Part 85.36) which establishes standards for the procurement of property and services involving the expenditure of federal funds, the City of York hereby requests proposals from qualified individuals and firms for the provision of professional community and economic development and housing consulting services. The selection of an individual or firm will cover a three-year period.

The City of York is interested in seeking the services of a consultant to assist the community with several HUD related tasks.

A. SERVICES REQUIRED

The City will require a consultant to provide technical assistance with the following tasks:

1. To assist the City in developing and implementing its annual Community Development Block Grant Program and Home Investment Partnerships Program, especially in the area of compliance with regulations, laws and Executive Orders governing the programs. Services will begin on or about July 16, 2012 and will continue for a three-year period ending June 30, 2014.
2. To assist the City in preparing the City's Five Year Consolidated Plan for the period FY 2015 to FY 2019.
3. To assist the City or provide technical assistance in preparing the Annual Action Plan for Fiscal Year 2015
4. To assist the City or provide technical assistance in preparing the CDBG and HOME Consolidated Annual Performance and Evaluation Report (CAPER) for submission to HUD.
5. To assist the City or provide technical assistance in preparing environmental review records and supporting documentation.
6. To provide technical administrative support to the City on the full range of CDBG and HOME regulatory and statutory issues, including assistance in conducting subrecipient monitoring and training.
7. To assist the City in implementing its fair housing action plan.
8. To assist and advise the City with preparation of applications for financial assistance from other state and federal sources.

B. INFORMATION AND DATA REQUIRED OF EACH OFFEROR

This proposal seeks consulting services for the nine tasks outlined in A. above. The City reserves the right to assign the tasks to one firm. Accordingly, all offerors are encouraged to be as specific as possible in responding to all tasks of this RFP. All offerors are also advised that the City may not enter into a contract with the designated firm for specified assignment(s) until the City is ready to proceed with the specified assignment, i.e., five year consolidated plan.

All proposals submitted shall contain responses to the following items. A scoring system has been assigned to each item and is reflected in parenthesis with each response item.

All proposals submitted shall contain responses to at least the following.

1. Offeror's Method for Providing the Requested Services - Total 20 points

- a. Your understanding of the community development problems in the City and potential strategies for its continued revitalization of the City's housing stock and opportunities for economic development. (10 points)
- b. Your suggested Scope of Service for each of the work items described in A. above. If you are not proposing to do all of the tasks in Item A., indicate those tasks you are not interested in providing to the City. (10 points)

2. Offeror's Qualifications, Experience of Proposed Technical Staff - Total 35 points

- a. Demonstrate the experience of the offeror in conducting efforts of the nature and scope required by this Request for Proposal. (25 points)

Since this assignment includes a number of tasks, all offerors are to break down their related experience by tasks, i.e., Community Development Consulting, Consolidated Plan Preparation, Section 108 Program, etc.

Please provide the name, addresses and phone numbers of client references for similar projects. Provide such references for each of the tasks you are proposing. If subcontractors are to be provided, identify them and indicate what tasks they are to perform. References for subcontractors are also required.

- b. Identify the key personnel to be assigned to render the service required and submit resumes of their background. (10 points)

3. Offeror's Stability

Demonstrate the stability and continuity of both staff and management of the offeror. (10 points)

4. Basis for Compensation

For each task to be performed under this Request for Proposals, the consultant shall set forth an hourly rate of compensation for technical administrative support and a range of fees for the preparation of the Five Year Consolidated Plan, the Annual Action Plan, the CAPER and the Environmental Review Record. (20 points)

5. Participation by small businesses, minority firms and female firms. (5 points for each qualification or 15 points total)

C. OTHER CONDITIONS

1. Award shall be made to the responsible offeror whose proposal will be most advantageous to the City, price and other factors considered. Among such "other" factors, which may be considered by the City in awarding the contract herein, are the offeror's qualifications, integrity, compliance with the public policy, record of past performance with the City and other similar agencies, and financial and technical resources.
2. The City reserves the right to negotiate a fair and reasonable compensation for the services to be provided hereunder. Such negotiations shall take into consideration the range of offers submitted pursuant to this Request for Proposals, but shall not be limited thereby.
3. This Request for Proposals does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal pursuant to this request, or to procure or contract for services. The City reserves the right to accept or reject any proposals received pursuant this request, to negotiate with all qualified sources, or to cancel in whole or in part this Request for Proposals, if it is in the best interest of the City to do so. The City may require the offerors selected to participate in negotiations, and to submit such price, technical and other revisions of their proposal as may result from such negotiations.
4. The procurement of the services solicited herein shall commence upon the execution of a subsequent agreement and shall be for a term of three (3) years.
5. The procurement of the services solicited herein shall be competitive negotiation as set forth in Part 85, Administrative Requirement for Grants, specifically section 85.36(b).
6. Final designation and approval of all proposed contract(s) for services are subject to approval by the City Council of the City of York.

D. RATING OF PROPOSALS AND AWARD OF ASSIGNMENT(S)

The City of York will evaluate each written proposal, determine whether oral discussions of the offer are necessary, then, based on the content of the written proposal and oral discussions, if any, will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The offer(s) with the highest total points for such services will be selected for purposes of negotiating a contract. The points to be awarded are set forth for each major segment and subsegment. If a contract cannot be negotiated successfully with the highest rated offer, negotiation will be conducted with the next highest offeror and so on until a successful negotiated contract can be arrived at.

Scoring of points to each item of response will be done in the following manner:

Percent of points awarded:

- 0% - No Response
- 50% - Marginal
- 70% - Acceptable
- 80% - Occasionally exceeds acceptable
- 90% - Consistently exceeds acceptable
- 100% - Outstanding in all respects

E. RECEIPT OF PROPOSAL

1. The City shall receive offers from interested and qualified consultants pursuant to this Request for Proposals at the Office of the Director, Economic and Community Development Department, City Hall, 101 S. George St., P.O. Box 509, York, PA 17405 until 4:00 p.m., June 29, 2012.
2. All offerors are required to submit an original and two (2) copies of their proposal as stated herein.
3. Any proposal received at the offices of the City after the exact time specified for receipt will not be considered unless it is received before award is made, and:
 - a. It was sent by registered or certified mail not later than the 5th calendar day prior to the date specified for receipt of offers;
 - b. It was sent by mail and it is determined by the City that the late receipt was due solely to mishandling by the City after receipt at the City's offices; or
 - c. It is the only proposal received.
4. Any modification of a proposal shall be subject to the above conditions.

Each proposal shall be signed by an official authorized to bind the offeror, and shall contain a statement to the effect that the proposal is a firm offer for a 60 day period.