

PUBLIC NOTICE

THE BOROUGH OF CHAMBERSBURG, PA REQUESTS PROPOSALS FOR PLANNING CONSULTING SERVICES FOR ITS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FOR FY 2025-2029

The Borough of Chambersburg, PA is seeking proposals from qualified planners and/or planning and community development consulting firms to provide professional services for the planning and implementation of the Borough's Community Development Block Grant (CDBG) Program and other housing and community development activities. The specific services requested by the Borough of Chambersburg are detailed in the RFP dated June 2023. A copy of the RFP document may be obtained from the Land Use and Community Development Department, 100 South Second Street, Chambersburg, PA 17201, by calling 717-251-2446 or by visiting the Borough website at www.chambersburgpa.gov.

The deadline for submission of proposals is 4:00 p.m. prevailing time, on Friday, June 30, 2023. Electronic submission of the proposal in a pdf format must be submitted via email to Guy Shaul, Community and Economic Development Specialist, at gshaul@chambersburgpa.gov. The proposal subject line should be labeled "Planning Consulting Services for the CDBG program". Any proposal received after the due date and time will not be accepted.

Each proposal will be rated and ranked in accordance with the following criteria,

- Qualifications and experience of the Consultants 0-50 points
- Work Plan 0-30 points
- Participation by Small Business Firm, Minority Owned Enterprise, Section 3 (Chambersburg based) Firm, or Women Owned Enterprise (2.5 points each) 0-10 points
- Rate of Compensation 0-10 points

Maximum Points 100 points

All qualified proposers will receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap, or sex. The Borough of Chambersburg is an equal opportunity agency.

Allen B. Coffman
President, Town Council

REQUEST FOR PROPOSALS

FOR

COMMUNITY DEVELOPMENT

PLANNING CONSULTING SERVICES



June 2023

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BOROUGH OF CHAMBERSBURG, PA
100 South Second Street, Chambersburg, PA 17201

**REQUEST FOR PROPOSALS TO PROVIDE
PLANNING CONSULTING SERVICES FOR
COMMUNITY DEVELOPMENT PROGRAMS**

The Borough of Chambersburg, PA, hereinafter referred to as the "Borough", is a Federal Entitlement Community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In accordance with 2 CFR Part 200.318-320 which establishes standards for the procurement of property and services involving the expenditure of Federal funds, the Borough hereby requests written proposals from planning consultants and firms for the provision of professional services in the design, planning and implementation of the Borough's proposed FY 2025-2029 CDBG Programs and other housing and community development programs.

A. TYPES OF SERVICES REQUIRED –

The Borough seeks the services of a professional planning consultant or firm to provide planning and implementation services for the next five (5) year period, assuming funds are appropriated and allocated for FY 2025 through FY 2029. The scope of services includes the following:

1. Preparing the Borough's Five-Year Consolidated Plan for FY 2025 to 2029.
2. Preparing the Annual Action Plans, as part of the Consolidated Action Plan and Strategy for the CDBG Program for FY 2025, FY 2026, FY 2027, FY 2028 and FY 2029.
3. Amendment to Five Year Consolidated Plan and Annual Action Plans.
4. Preparing the Borough's Analysis of Impediments to Fair Housing Choice or other required Fair Housing Report by HUD.
5. Assisting in qualifying activities for Federal financial assistance.

6. Assisting in the preparation of annual performance reports referred to as the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2025, FY 2026, FY 2027, FY 2028 and FY 2029.
7. Assist in the preparation of the Environmental Review Record for annual community development activities, as well as amendments to the CDBG Program.
8. Preparing an update to the Borough's Citizen Participation Plan for the Federal CDBG Program, as necessary.
9. Providing advice and assistance in meeting the citizen participation requirements.
10. Providing advice and assistance in meeting the Federal Section 106 requirements in accordance with the State Historic Preservation Office (SHPO) and the U.S. Department of Interior regulations for properties that are historic or located in historic districts.
11. Providing advice and assistance in the implementation of program activities, including compliance with Federal and state regulations.
12. Providing advice and technical assistance in connection with the implementation of the CDBG Program, including the lead-based paint requirements.
13. Assisting in the preparation of modifications and amendments to previously approved CDBG Program.
14. Providing advice and assistance in the preparation of Section 108 Loan Guarantee applications.
15. Assisting in the preparation of applications/plans for a Neighborhood Revitalization Strategy Area (NRSA).
16. Providing advice on other sources of funding for housing, community development and economic development programs, including the preparation of applications for additional sources of funds.
17. Assisting in the preparation of applications for funding to the Department of Community and Economic Development (DCED) for housing.
18. Preparing other applications and/or performing studies in accordance with Federal and state programs and guidelines for which the Borough may be eligible to apply for funding.

19. Assisting in conducting other planning studies.

The Borough intends to select a firm which it deems best qualified in its judgment to provide all of the services requested, on an as-needed basis, for the preparation of the required plans and documents of the CDBG Program and other community development programs.

The Borough will negotiate with the firm it deems most qualified to determine the fee for such services based on a final scope of work. If the Borough is unable to negotiate a fee, which seems reasonable, the Borough may negotiate with the firm deemed second best qualified, or the Borough may issue another Request for Proposals. The multi-year commitment to the consulting firm is subject to HUD allocations of future CDBG funds to the Borough and no costs shall be considered incurred or encumbered for such years until HUD issues its letters of approval.

B. INFORMATION AND DATA REQUIRED OF EACH OFFEROR –

All planning consultants are required to submit their proposal to the Borough by 4:00 P.M., prevailing time, on or before Friday, June 30, 2023. The Borough will require electronic submission of the proposal in a pdf format via email to Guy Shaul, Community and Economic Development Specialist, at gshaul@chambersburgpa.gov. The proposal subject line should be labeled "Planning Consulting Services for the CDBG program". Any proposal received after the due date and time will not be accepted.

The proposal shall contain a response to each of the following:

1. **Qualification and Experience of the Consultant – (50 points maximum)**
 - a. Demonstrate the experience of the consulting firm or individual in performing the tasks requested under the scope of services for this RFP in the CDBG Program and other community development programs in using the HUD eCon Planning Suite Format in IDIS (0-20 points).
 - b. Identify the key personnel to be assigned to provide the requested scope of services. Demonstrate that the key professional staff have the knowledge and ability to perform the work as requested. Indicate any experience that the key professional staff have obtained from work on similar projects or in undertaking similar work responsibilities. (0-20 points).

- c. Familiarity with the Borough of Chambersburg, the Borough's current CDBG Program, and the Community and economic development needs of the Borough and its residents. (0-10 points).

2. Work Plans – (30 points maximum)

- a. The Consultant shall prepare a work plan to address each task outlined in the types of services requested. The work plans shall include, but not limited to: allocating resources and personnel, the ability to provide continuity, and a timely response over the course of the contract period. (0-30 points).

3. Participation by Small Business Firm, Minority Owned Enterprise, Section 3 (Chambersburg based) Firm, or Women Owned Enterprise – (10 points maximum)

- a. If the consultant or firm qualifies under any of the following categories, the offeror shall set forth the basis for qualifying under these categories:
 - (1) Small Business Firm – less than \$2.5 million in annual receipts. (0-2.5 points)
 - (2) Minority Owned Enterprise (MBE) – the principal owner(s) is a minority. (0-2.5 points)
 - (3) Section 3 Firm – low-income owned firm located in the Borough of Chambersburg. (0-2.5 points)
 - (4) Women Owned Enterprise (WBE) – the principal owner(s) is a female. (0-2.5 points)

4. Rate of Compensation – (10 points maximum)

- a. Provide the hourly rate schedule and time commitment of all key staff that will be assigned to each task. (0-10 points).
- b. Provide a narrative statement which states that the consultant is willing to work on a lump sum, not to exceed amount, for specific tasks to be assigned.

C. FACTORS FOR AWARD –

The Borough will evaluate each written proposal, determine whether oral discussions with the offerors 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 Borough, price and other factors considered.

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

1. Qualifications and Experience of the Consultant – (0-50 points)

- a. Demonstrate the qualifications and experience of the consulting firm in performing the tasks requested under the scope of services for this RFP.
- b. Demonstrate that the key professional staff have the knowledge and ability to perform the work requested.
- c. Demonstrate the firms familiarity with the Borough of Chambersburg, the Borough's current CDBG program, the community and economic development needs of the Borough of Chambersburg and its residents.

2. Work Plans – (0-30 points)

- a. The quality of the consultant's work plans, including but not limited to allocating resources and personnel and ability to provide both continuity and timely response over the course of the contract period.

3. Participation by Small, Minority, Women, or Section 3 Firms – (0-10 points)

- a. Any offeror who meets one or more of the following factors shall receive two and one half (2 ½) points for each factor met:
 - (1) Small Business Firm
 - (2) Minority Owned Enterprise
 - (3) Section 3 (Chambersburg based) Firm
 - (4) Women Owned Enterprise

4. Rate of Compensation – (0-10 points)

- a. Hourly rate of compensation and the time commitment of staff.
- b. Lump sum amounts per work task.