

**REQUEST FOR PROPOSALS  
RFP #20-1  
CONSULTING SERVICES**

**COMMUNITY DEVELOPMENT AND  
OTHER FEDERAL AND STATE GRANT  
PROGRAMS**

**FYs 2020, 2021, and 2022**



Redevelopment Authority of  
The County of Lebanon  
39 N 12<sup>th</sup> Street  
Lebanon, PA 17046  
(717) 273-9326

May, 2020

Request for Proposals  
Consulting Services

The Redevelopment Authority of the County of Lebanon will accept Proposals to provide Community/Economic/Housing Development Consulting Services in connection with the County of Lebanon and OBO South Lebanon Township State-funded Community Development Program and related programs until June 5, 2020 at 10:00am prevailing time, at the office of the Redevelopment Authority, 39 North 12th Street, Lebanon, PA 17046 (717-273-9326).

Detailed information as to the specific services requested and content of the written Proposal is set forth in RFP #20-1, a copy of which may be obtained at the Redevelopment Authority's website, [www.lebanoncountyredevelopment.com](http://www.lebanoncountyredevelopment.com), via the Bid Information tab on the left tool bar.

Elizabeth Bowman  
Executive Director

## Instructions

This RFP is being issued by the Redevelopment Authority of the County of Lebanon. The contact person at the Authority for this RFP is:

Elizabeth Bowman, Executive Director  
Redevelopment Authority of the County of Lebanon  
39 N 12<sup>th</sup> Street  
Lebanon, PA 17046  
(717) 273-9326  
[ebowman@lebanoncountyredevelopment.com](mailto:ebowman@lebanoncountyredevelopment.com).

All proposers are required to submit to the above address an original and two (2) complete and exact copies of their Proposal in a sealed envelope marked "RFP #20-1." An electronic copy of the Proposal in PDF format on CD or flash drive must also be provided in the envelope. Please include your company name on the outside of the envelope. Proposals must be received no later than **10:00am on June 5, 2020**. Any inquiry concerning this RFP should be directed in writing to the above-listed contact person.

All documents/information submitted in response to this solicitation shall be available to the general public. The Authority will not be responsible for any costs associated with the oral and/or written presentation of the Proposals. The Authority reserves the right to reject any and all Proposals, with or without cause, and to waive any irregularities or informalities in the Proposals. The Authority further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all proposers. The Proposals will be evaluated based on the criteria established in this document. The Authority will make the award it deems to be in its best interest.

# **REQUEST FOR PROPOSALS**

## **Redevelopment Authority of the County of Lebanon**

The County of Lebanon, hereinafter referred to as the “**Community**,” is funded by the Department of Community & Economic Development (DCED), for the Small Communities Program (SCP) in the County of Lebanon. This program is administered by the Redevelopment Authority of the County of Lebanon. The Redevelopment Authority of the County of Lebanon administers the SCP on behalf of (OBO) South Lebanon Township.

The Redevelopment Authority administers a variety of grant programs which may include, but are not limited to, such programs as: the Small Communities Program, HOME Investment Partnerships Program, and the Keystone Community/Housing and Redevelopment Development Program. The Consultant may be asked to provide assistance with these other grants that complement the County's Community Development objectives as well.

The procurement for services hereunder shall comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and shall be in accordance with the County's Procurement Policy for Professional Services.

It is the intent of the County of Lebanon to retain the services of a Consultant who will provide the necessary expertise to carry out the activities described herein.

### **TYPES OF SERVICES REQUIRED**

The Authority will require a consultant to provide technical assistance for the purpose of obtaining community development funding and provide advice and assistance in connection with the implementation of the program for which the funds are obtained.

More specifically, the Consultant may be required to complete the following tasks in connection with funding in FY 2020, 2021, and 2022

- I. Community Development Block Grant Program
  - A. Preparation of an application and revisions as required, for the Small Communities Program or any successor program thereto for the County and the OBO community. Provide consulting services to the Community for the submission to the Department of Community and Economic Development, or successor state agency, for Community Development Block Grant (CDBG) funds, including but not limited to, advising the Community as to the rules and regulations regarding the Community Development Block Grant Program; assisting the Community in selecting appropriate projects applicable to the

CDBG program and ensuring that the projects meet all criteria; scheduling, preparing the advertisement for, and attending any and all required public hearings; reviewing the Community's records and procedures and advising the Community regarding possible conflicts with the CDBG regulations; preparing a three-year plan, development of the required data and supporting information, and completing all the required forms and ensuring submission of same to the state prior to the filing deadline.

B. Preparation of Environmental Review

If and when funded, over the duration of the funding period, the Consultant, at the request of the Community, may be required to render services as follows:

1. Prepare Environmental Review Record for Project(s).
2. Determine required level of environmental review: Exempt, Categorically excluded or assessment required.
3. Submit documentation to federal and state agencies as required. Consult with the State Historic Preservation Office (SHPO) on findings of No effect or no adverse effect or Adverse Effect, as appropriate.
4. Prepare Floodplain notices, as needed.
5. Prepare for publication the Combined Notice for Finding of No Significant Impact and Request for Release of Funds or Request of Release of Funds Notice, as appropriate.
6. Prepare Release of Funds statement to DCED and advise Community of conditions relating to same.

C. Provide Technical assistance in carrying out the CDBG Program, including:

1. Preparation of any studies required by the Commonwealth (such as Fair Housing analysis, Section 504 Self-Evaluation, Section 3 Plan, Procurement Policy, etc.)
2. Provide assistance with IDIS and other reporting as may be required.
3. Advice and assistance in carrying out specific program activities, including compliance with Federal and State regulations and providing monthly updates on all Federal Statutes, circulars, executive orders, and regulations which directly relate to the CDBG Program. Also, oversight of the activities to ensure such compliance shall be provided.
4. Provide technical assistance with Section 108 Loan Program application, underwriting and implementation, as needed.
5. Provide technical assistance which the Community requires in connection with funded program(s) and for which the Community lacks in-house capacity.

II. Other Grants

*Economic or Housing Development Consulting Services.* The Redevelopment Authority of the County of Lebanon acts as administrative agent for Grant Programs for the County's Boroughs and Townships and Non-Profit Housing Corporations.

From time to time, the Authority is called upon by the County and others to deal with economic or housing development issues including, but not limited to, taxable Bond Financing, State Economic Grants, Small Communities Competitive Grants, FHLB Affordable Housing Program, HOME, State Community Revitalization grants, Infrastructure Development grants, and other funding sources as may from time to time be identified.

The County and South Lebanon may be receiving CARES Act funding related to the COVID-19 pandemic.

The Community intends to designate a Consultant which it deems best qualified to provide all these services as needed. The Consultant will be required to perform all services listed above for which Federal and/or State reimbursement is not available, at no cost to the Community.

#### INFORMATION AND DATA REQUIRED OF EACH OFFEROR

All Consultants must submit an original and two (2) copies of their proposal to the Authority no later than 10:00am, June 5, 2020 and a digital copy as outlined in the instructions. Proposals must be received at the Authority Office, 39 N. 12<sup>th</sup> Street, Lebanon, PA 17046. Consultants may withdraw proposal any time prior to date in previous sentence. Proposals shall be clearly marked RFP #20-1. Each proposal must contain information on the Consultant's Qualifications, Experience and required Compensation which shall be evaluated in accordance with the Factors for Award.

If the Consultant intends to use a sub-contractor to complete all or part of the work items, the proposal shall so note. The Authority reserves the right to approve changes in sub-contractors.

#### FACTORS FOR AWARD

The Authority will evaluate each written proposal, determine whether oral discussions with the offeror are necessary, then based on the content of the written proposal and oral discussions will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The offeror with the highest total points for such service will be selected for purposes of negotiating a contract. The points to be awarded are set forth for each major segment and sub-segment below. If a contract cannot be negotiated successfully with the highest rated offeror, negotiation will be conducted with the next highest offeror and so on until a successful negotiated contract can be concluded.

- A. Offeror's Qualifications, Experience and Time Commitments of Proposed Project Coordination and Technical Staff (40 points)

- (1) Demonstrated qualification and experience of the firm applicable to the project (20 points)
- (2) Demonstrated ability of specifically named key personnel to carry out proposed assignment, including prior experience in performing such assignments (10 points)
- (3) The adequacy of the proposed work plan level of effort in terms of time commitment, of Project Manager and key personnel (10 points)

B. Offeror's Experience (30 points)

- (1) Demonstrated experience and capability of the offeror's coordinating efforts of the nature and scope of similar work and knowledge and familiarity with the programs. (15 points)
- (2) Your firm's listing of specific experiences with a list of community, economic, and housing development assignments. (15 points)

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

Any offeror who meets any one of the following factors shall receive two (2) points:

- (1) Small business firm
- (2) Minority owned business firm
- (3) Woman owned business firm
- (4) Labor surplus area business firm
- (5) Section 3 Business

D. Reasonableness of Compensation (20 points)

Provide a range of fees for preparation of DCED application. The Authority recognizes a project degree of complexity depends on a number of factors. However, a minimum and maximum fee range per project is requested. For all other economic development work, please indicate your hourly rates or proposed method of compensation.

Provide a range of fees for preparation of PHFA housing applications, including syndication related fees.

Each Offeror must include a statement of intent to negotiate a lump sum contract amount with the Authority. As requested, the successful consultant will be asked to provide either lump sum or hourly not to exceed amounts for services provided under Other Grant, Section II.

## SCORING KEY

Percent of points awarded:

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

The Authority reserves the right to negotiate with the Consultant regarding services and cost and award any combination in the best interest of the Authority and to reject any and all proposals.

The Authority will enter into a contract with the successful offeror. Such contract will contain all the required provisions as outlined in 2 CFR Part 200. Lebanon County is an affirmative action/equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex.

*\*\* TO QUALIFY AS A SECTION 3 BUSINESS CONCERN AS COVERED BY THIS PROPOSAL MEANS:*

- 1. THAT FIRM IS 51% OR MORE OWNED BY SECTION 3 RESIDENTS; OR*
- 2. WHOSE PERMANENT FULL-TIME EMPLOYEES INCLUDE PERSONS, AT LEAST 30% OF WHOM ARE SECTION 3 RESIDENTS, OR WITHIN THE THREE YEARS OF THE DATE OF FIRST EMPLOYMENT WITH THE BUSINESS WERE SECTION 3 RESIDENTS.*
- 3. THAT PROVIDES EVIDENCE OF A COMMITMENT TO SUBCONTRACT IN EXCESS OF 35% OF THE DOLLAR AWARD OF ALL SUBCONTRACTS TO BE AWARDED TO BUSINESS CONCERNS THAT MEET THE QUALIFICATIONS SET FORTH IN PARAGRAPHS 1. AND 2.*

*A SECTION 3 RESIDENT MEANS:*

- 1. A PUBLIC HOUSING RESIDENT; OR*
- 2. AN INDIVIDUAL WHO RESIDES IN LEBANON COUNTY AND WHO IS A VERY LOW OR LOW-INCOME PERSON BY HUD DEFINITION (LESS THAN 50% OR LESS THAN 80% OF MEDIAN ADJUSTED FOR FAMILY SIZE, RESPECTIVELY.)*
- 3. A PERSON SEEKING TRAINING AND EMPLOYMENT PREFERENCE PROVIDED BY SECTION 3 BEARS THE RESPONSIBILITY OF PROVIDING EVIDENCE THAT THE PERSON IS ELIGIBLE FOR THE PREFERENCE.*