

REQUEST FOR PROPOSALS
UPPER DARBY TOWNSHIP, PENNSYLVANIA

CDBG Consultant Engineer Services

For the Period
March 1, 2023 to January 31, 2024
with an option
for the periods
February 1, 2024, February 1, 2025, February 1, 2026

Rita LaRue
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Upper Darby, PA 19082
610-734-7716
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BACKGROUND

Upper Darby Township, as a grantee of HUD, is an entitlement community, which operates its own Community Development Block Grant Program (CDBG). Upper Darby Township's entitlement grant is approximately \$1.6 million dollars annually. The Township also has remaining CDBG -COVID funding which may require specific Project Engineering.

Upper Darby Township has made a determination that certain activities that are part of the Public Facilities & Improvement Projects for the CDBG Program can be more appropriately carried out by outside consultants. Upper Darby Township also desires to have the availability of an experienced consultant to render technical advice and assistance during the course of the program. The specific assistance that Upper Darby Township desires is set forth in the following Statement of Work. The Engineer must be familiar with the Township's Building, Plumbing, Electrical and Mechanical Codes, Zoning and Health & Safety Codes including identification of hazardous materials in order to submit a Proposal.

I. STATEMENT OF WORK CDBG PUBLIC FACILITIES & IMPROVEMENT PROJECTS

1. The Engineer shall submit proposals, upon request, based on their hourly rate and number of hours estimated to complete the Specifications, prepare and obtain bids in accordance with the HUD CDBG regulations and requirements and Township Procurement Policy, Conduct Inspections, Monitor Labor Compliance, Prepare Contractor Contracts, coordinate work with the successful Contractor, review Invoices and approve Contractor payments for each specific CDBG project to be undertaken by the Township. Separate Contracts will be prepared for each Project.

II. TOWNSHIP RESPONSIBILITIES

The Township shall:

1. Provide access to all records, files and reports that are necessary for the Consultant to complete the Statement of Work.
2. Notify the Consultant of the need for assistance or advice in sufficient time that it may be provided.
3. Provide copies of all relevant correspondence, reports, etc., that may be necessary for the use of the consultant in carrying out the above work items.

III. CONTENT OR PROPOSAL

Consultants responding to this RFP should include in their proposals at a minimum the following:

1. Introductory letter.
2. Qualifications and Experience of the Firm as it relates to the CDBG Program.

3. Qualifications and Experience of the personnel who would be assigned to the Contract.
4. A narrative that describes the Consultant's approach to the Statement of Work. The narrative should indicate: the consultant's understanding of and approach to the Scope of Work and capability to carry out the work.
5. Provide an hourly fee for completion of the Scope of Work.
6. A statement as to the availability of the personnel that will be assigned to the contract and any other evidence that can help the Township judge that work will be completed in a timely fashion.
7. Provide a response to the following scenarios:
 - a. What is your billing standard, i.e. 1 hour increments, half hour increments, 15 minutes, etc.?
 - b. What is the travel time from your office to our building?
 - c. Do you charge for travel time as a part of your billing charge (i.e., the hours *not* as an indirect cost)?

IV. METHOD OF PAYMENT

The Consultant shall bill on a monthly basis. The invoice shall include a listing by employee of the number of hours worked and the work that was completed.

V. TECHNICAL EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Demonstrated qualifications of the Consultant with the planning and implementation of the HUD Community Development Block Grant Program, the Township's Codes as noted above (30 points)
2. Demonstrated experience and availability of the Consultants project team, including employees, consultants and subcontractors. (30 points)
3. Demonstrated understanding of the Statement of Work, objectives to be accomplished and final products to be delivered. (10 points)
4. Ability of the Consultant to provide services in a timely manner. (15 points)
5. Participation by small, minority, women, Labor Surplus Area firms, Section 3 business. The offeror(s) may be requested to attend an interview with the Township after the initial screening of proposals. (5 points)

6. Reasonableness of compensation. (10 points)

VI. EVALUATION OF PRICE

The price estimated by the consultant will be an important factor in the selection of a consultant but will not outweigh in importance the previously stated technical criteria. The Township understands that the Statement of Work is not specific enough that the required level of effort to complete each task is known.

The contract the Township proposes to issue for services is a fixed fee contract with fee payable upon the determination of the Township that the Consultant has completed the work in a fair, reasonable and prudent manner.

VII. TIME OF COMPLETION

Services supplied by the Consultant will be for the contract period of March 1, 2023 to January 31, 2024. If the Township determines that it is necessary to continue the use of the consultant, a new contract will be negotiated as to fee or amended Statement of Work, for annual periods of February 1, 2024, February 1, 2025 and February 1, 2026.

VIII. DEADLINE FOR SUBMISSION OF PROPOSALS

The Township will receive sealed proposals until February 15, 2023, at the Upper Darby Township Municipal Building located at 100 Garrett Road, Room 101, Upper Darby, PA 19082. At least two (2) copies of the proposal must be submitted.

Any questions regarding this RFP must be submitted to comdev@upperdarby.org by January 18, 2023. All questions will be reviewed. The Township will provide a document to all who have requested the RFP with a list of all questions received and the Township's response by January 25, 2023.

The Township reserves the right to not award and/or to revise this timeline.

IX. ADDITIONAL INFORMATION

The Township's Program Year Action Plan for (2022-2023) and last year's CAPER are available for review by interested consultants who wish to familiarize themselves with the Township's program. The Action Plan and CAPER are also available for review on the HUD Exchange.

During the course of the contract Upper Darby Township will provide staff support to assist the consultant in locating files and records that are needed by the consultant. Staff will be available to assist the consultant with specific requests for information via email.

X. CONTACT PERSON

Those who have questions or desire further information should contact:

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