

REQUEST FOR PROPOSALS

UPPER DARBY TOWNSHIP, PENNSYLVANIA

General Technical Consulting Services

to the

Upper Darby Township
Community Development Block Grant Program (CDBG)
and
Community Development Block Grant Program (CDGB-CV)

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
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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 to be administered.

Upper Darby Township has made a determination that certain activities that are part of the administration and planning 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.

I. STATEMENT OF WORK

A.

1. Consultant must have IDIS access and be able to prepare all Plans, quarterly and annual reports, prepare and perform monthly Drawdowns, routinely review IDIS projects for flags and prepare for the Township monthly list of project balances.

B. Resolution of Audit and Monitoring Findings

The Consultant shall:

1. Be available during the conduct of HUD monitoring or audit of the CDBG Program for the purpose of providing technical advice or comments on any findings or concerns that arise during the course of the monitoring or audit.
2. Attend meetings upon request of the Township to discuss monitoring or audit findings with HUD officials.
3. Upon request, prepare written materials for the Township that may be necessary to resolve findings and concerns.
4. Provide advice on actions by the Township that may be necessary to resolve findings and concerns.
5. Upon request, participate in negotiations with HUD to resolve findings and concerns.

C. Assistance in Preparation and Submission of the Township's Consolidated Plan, Action Plan and CAPER

The Consultant shall:

1. Upon request of the Township, provide local officials and citizens with information about the CDBG program. The provision of this information may entail such activities as attendance at meetings and public hearings, preparation of written materials, telephone or personal contacts.
2. Assist in review of proposals that are received for funding and participate with Township in preparing recommendations to the Township.

3. Attend meetings with the Township to present recommendations and discuss projects with the Township officials.
4. Upon request, conduct or develop further detail on specific projects in order to determine the eligibility and fundability of the project or the relative merits of the project.
5. Prepare Public Notices for the Township's submission to the local newspaper.
6. Have knowledge of and experience using the Integrated Disbursement Information System (IDIS) for these reports.

D. Assistance with the Amendment of Consolidated Plan/Action Plan

The Consultant shall:

1. Upon request, provide technical advice and assistance to the Township concerning requests to not carry out an activity described in the Consolidated Plan, to carry out an activity not previously described or to substantially change the purpose, scope, location or beneficiaries of an activity.
2. Upon request, prepare notice to citizens of any proposed changes in the use of funds following prescribed HUD procedures for such notice.
3. Upon request, prepare and submit an Amendment in IDIS as requested under the Township's Citizen Participation Plan.

E. Assistance to the Township During Implementation of Specific Activities

The Consultant shall:

1. Upon request, provide assistance or advice on non-routine activities that may require research into the applicability of Federal, State or Local requirements.
2. Prepare documents, reports, funding agreements, etc., as requested by the Township that may be necessary for the proper implementation of an activity.
3. Upon request, attend meetings with local officials, citizens groups, non-profit entities, etc. that may be necessary to implement an activity or resolve problems that may have arisen during the implementation of an activity.
4. Assist the Township with Compliance to Fair Housing projects and priorities

F. Technical Assistance during Environmental Review Process

The Consultant shall:

1. Prepare any newspaper advertisements that may be required in order to carry out the environmental review process.
2. Prepare for signature of the Township any required Request for Release of Funds and Certification forms (HUD 7015.15).
3. Prepare environmental assessments or other environmental review records.

G. Policy, Planning, Management, Capacity Building Activities

The Consultant shall:

1. Keep the Township informed of any new regulations or requirements that may effect the operation of the CDBG Program. Attend all HUD webinars.
2. Advise the Township of any new programs of the State or Federal Government that may assist in the furtherance of CDBG goals and objectives.
3. Upon request, research and plan for the use of these programs by the Township or CDBG Subrecipient.
4. Communicate with the Township's HUD rep as needed

H. Monitoring of Subrecipient

The Consultant shall:

1. Assist in the monitoring of the Township's Subrecipients utilizing the HUD Community Planning and Development Monitoring Handbook, Guide for Review of Subrecipient, (Handbook 6509.2 REV-4).
2. Prepare reports in conjunction with Township staff which detail the results of the monitoring of Subrecipient including any deficiencies that were found and recommendations to correct deficiency.
3. Review invoices submitted by Subrecipients to be sent to the Township for processing.
4. Remain in communication with and assist Subrecipients in carrying out their projects within CDBG Guidelines.
5. Prepare Subrecipient Agreements for signature.

I. Other Assistance

The Consultant shall:

1. Carry out such other functions as may be directed to be performed by duly authorized staff of the Township.
2. Keep Upper Darby Township informed as to the progress under the program.
3. Be available to answer any questions and assist Township staff and the Township Engineer.
4. Coordinate with the Township Engineer on project funding needs and timing of projects and advise on Historic Reviews.

J. 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.

II. 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 and IDIS.
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. Estimated 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)?

III. 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.

IV. 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 Integrated Disbursement Information System (IDIS) and other related Federal and/or State Programs. (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)

V. 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.

VI. 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.

VII. 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.

VIII. 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. These documents 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.

IX. CONTACT PERSON

Those who have questions or desire further information should contact:

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