

REQUEST FOR PROPOSALS

UPPER DARBY TOWNSHIP, PENNSYLVANIA

Roof Inspection Services

to the

Upper Darby Township
Community Development Block Grant Program (CDBG)
Housing Rehabilitation Program

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
Deputy Chief Administrative Officer
100 Garrett Rd, Room 104
Upper Darby, PA 19082
610-734-7716
comdev@upperdarby.org

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.

Upper Darby Township is seeking contractors for inclusion as pre-qualified bidders in this field to provide roof inspection services to homeowners receiving housing rehabilitation grants. The selection period is annual and covers a five (5) year period. The specific assistance that Upper Darby Township desires is set forth in the following Statement of Work.

I. STATEMENT OF WORK

Consultant will provide:

1. Initial inspections of roofs.
2. Final inspections of roofs.
3. Completion of all such inspections within three (3) calendar days following date on which Township notifies the inspector that such an inspection should be made.
4. Coordinate with Township Staff and the Township Rehabilitation Program Engineer.

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.
3. Qualifications and Experience of the personnel who would be assigned to the Contract.
4. Evidence of insurance.
5. At least three (3) references.
6. Rate schedule for all services.
7. Expected turnaround time and availability for all services

III. METHOD OF PAYMENT

The Consultant shall bill upon completion of individual jobs. 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. (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:

Rita LaRue
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