

**REQUEST FOR PROPOSAL  
Mercer County**

Mercer County is accepting proposals for the County of Mercer and On Behalf Of Sharpsville and Grove City Boroughs, Greenville Town and Pine Township, Mercer County, hereinafter referred to as "COUNTY", for a Consultant to provide services as requested to include professional planning, community development and administrative activities, and project delivery services associated with the applications for Housing Rehabilitation Services.

The grant programs for this request are:

**DCED-Community Development Block Grant (CDBG)  
DCED-Home Investment Partnership Program (HOME)**

Award years and expiration years are:

- FFY 2019 expiration 2023
- FFY 2020 expiration 2024
- FFY 2021 expiration 2025
- FFY 2022 expiration 2026
- FFY 2023 expiration 2027
- FFY 2024 expiration 2028
- FFY 2025 expiration 2029

The procurement for services hereunder shall comply with 24 CFR Part 85 administrative requirements for grants and cooperation agreements to federal, state, and local governments and shall be in accordance with the County's Procurement Policy for Professional Services. It is the intent of the County to retain the services of a Consultant who will provide the necessary expertise to carry out the activities described herein.

The Pennsylvania Department of Community and Economic Development, in an effort to streamline the Community Development Block Grant Program (CDGB), established in Federal Fiscal Year 2015, that the County of Mercer would receive one (1) contract which includes the entitlement communities of Grove City and Sharpsville Boroughs, Greenville Town and Pine Township. These communities from time to time allocate a portion of their entitlement funds to Housing Rehabilitation activities that the County is administering on their behalf. As such, this proposal should be reviewed with the intent that Housing Rehabilitations efforts may take place in any community under the County CDBG contracts except for the City of Sharon, which receives a separate individual contract under the program guidelines.

The Pennsylvania Department of Community and Economic Development, HOME Investment Partnership Program (HOME) is the Commonwealth's primary vehicle to provide affordable housing in communities. HOME Program is a flexible financial tool for housing activities that promotes community stability by creating additional affordable housing units through new construction and/or rehabilitation. Funds can be used in a variety of ways and application will be coordinated with the consultant. The program is funded by the U.S. Department of Housing and Urban Development (HUD) through a state annual entitlement appropriation. This

proposal should be reviewed with the intent that Housing Rehabilitations under HOME Program funds may take place in any community in the County.

**SERVICES REQUIRED:**

The County will require a Community Development and Housing Rehabilitation Consultant to provide the following services:

1. Applications intake
2. Applications evaluation
3. Whole house inspection
4. Lead-based paint assessment
5. Environmental Review documents as required
6. Lead-based paint work program (if applicable)
7. Preparation of quote specifications
8. Cost estimates for rehabilitation work
9. Relocation and associated requirements (if applicable)
10. Procurement of contractors
11. Contracting of contractors
12. Notice(s) to Proceed to be executed by the individual entitlement in which the project corresponds. Each OBO signs and the County signs for all non-entitlement communities.
13. Preconstruction conference (if appropriate)
14. Interim inspections
15. Processing contractor payment request
16. Processing change orders (if appropriate)
17. Submission of reimbursement to the County
18. Lead-based paint clearance
19. Final inspection
20. Appraisals
21. Mortgages and mortgage filing
22. Detailed project files containing all inspections, correspondence, and other required documentation per CDBG requirements
23. Aid the County with annual report requirements, monitoring inspections, close-out reports and final documentation

**PROPOSAL REQUIREMENTS:**

Proposals shall be clearly marked **Proposal for Community Development and Housing Rehabilitation Consultant Services** and must contain responses to the following:

1. Consultant's Qualifications, Experience and Time Commitments of Proposed Technical Staff
  - a. Demonstrate experience in conducting efforts of the nature and scope of the project required by this Request for Proposal.
  - b. Identify key personnel to be assigned to render the service required.
  - c. Identify the work plan to be utilized in completing the contract.

- d. Documentation that the proposer has been previously approved by the Department of Community and Economic Development as a "Project Planner" or has been a Project Planner on a State or Federal-funded Planner Project.
  - e. Identify staff that is a qualified housing rehabilitation specialist.
  - f. Demonstrate stability and continuity of both staff and management.
  - g. Describe knowledge of and engagement with the community programs and activities required.
  - h. Identify any extra services provided to the County and the OBO's.
2. Small, Minority and Women Enterprise Participation and/or Participation by Labor Surplus Area, Section 3, and SERB Firms. (If the Consultant qualifies under any of the categories listed below, the Consultant shall set forth the basis so the procuring agency can determine which category(s) is applicable to the Consultant.)
- a. Small Business Firm
  - b. Minority Owned Business Firm
  - c. Women Owned Business Firm
  - d. Section 3 Business Firm
3. If the Consultant intends to use a sub-contractor for all or part of the work items, this shall be stated in the proposal. The Consultant shall comply with all applicable requirements of 24 CFR Part 85 for procurement of any and all sub-contractors.

**BASIS FOR COMPENSATION:**

Consultants must include a schedule of fees and services charged for all services in their proposals. These can be broken out based on CDBG or HOME. If your Firm only wants to administer one of the programs, please state that in the proposal. Mercer County reserves the right to negotiate with the Consultant regarding services and costs, award any combination in the best interest of the County and or OBO's, and to reject any and all proposals. During negotiations, a Do Not Exceed Lump Sum Fee will be established. Consultants are encouraged to use examples of past projects in their proposals, including project budgets, meeting project costs, and letters/references.

**EVALUATION CRITERIA:**

The County will evaluate each written proposal and determine if oral discussion with the Consultant is necessary. Based on the content of the written proposal and oral discussions, if deemed necessary, points will be assigned for each segment of the proposal in accordance with the criteria hereinafter set forth. The maximum amount of points attainable is 100 and the points to be awarded are listed below. The Consultant with the highest total points will be selected to negotiate a contract. If a contract cannot be negotiated successfully with the Consultant with the highest number of points, negotiation will be conducted with the second highest Consultant and so on until a successful contract is established.

The 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. The County will enter into a contract with the successful Consultant; the contract will contain all the required provisions as outlined in 24 CFR Part 85.

**1. Qualifications, Experience, Relevancy of Work, and Past Projects (60 points)**

- a. Describe qualifications and experience of the firm applicable to the project. (20 points)
- b. Describe experience and ability of the Consultant's efforts to the nature and scope of similar work. (10 points)
- c. Describe experience and ability of specifically-named key personnel to carry out the proposed assignment of the nature and scope of similar work. (10 points)
- d. Describe the level of effort in the proposed work plan in terms of time commitment of the Project Manager and key personnel. (10 points)
- e. Demonstrate experience and capability providing stability, continuity and responsiveness of staff and management, and knowledge and familiarity with the programs. (10 points)

**2. Project Cost (20 points)**

- a. Description of a proposed fee schedule. (10 points)
- b. A statement of understanding to negotiate a lump sum contract amount with the community. (5 points)
- c. A statement of proof of past project completion. (5 points)

**3. Engagement in Community (15 points)**

- a. Describe knowledge of and engagement with similar and required community programs and activities. (15 points)

**4. Minority, Women Owned, and/or Section 3 Firm Participation (5 points)**

- a. Minority or Women Owned Business Firm (5 points); or
- b. Section 3 Business Firm. (5 points)

**SUBMISSION DEADLINE:**

Consultants must submit a sealed proposal by 3:00 P.M. on Friday, December 16, 2022 to:

Clearly Labeled: **Housing Rehabilitation Services**

Mercer County Regional Planning Commission

2491 Highland Road

Hermitage, PA 16148