

## PUBLIC NOTICE

### THE BOROUGH OF CHAMBERSBURG, PA REQUESTS PROPOSALS FOR PLANNING CONSULTING SERVICES FOR ITS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) FOR FY 2019-2021

The Borough of Chambersburg, PA is seeking proposals from qualified planners and/or planning and community development consulting firms to provide professional services for the planning and implementation of the Borough's Community Development Block Grant (CDBG) Program and other housing and community development activities. The specific services requested by the Borough of Chambersburg are detailed in the RFP dated August 1, 2019. A copy of the RFP document may be obtained from the Land Use and Community Development office, 100 South Second Street, Chambersburg, PA 17201, by visiting the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov) or by calling Cindy Harr at 717-251-2417, Monday through Friday between 8:00 a.m. and 5:00 p.m.

The deadline for submission of proposals is 5:00 p.m. prevailing time, on August 30, 2019, in the Land Use and Community Development office.

Each proposal will be rated and ranked in accordance with the following criteria,

- Qualifications and experience of the Consultants 0-50 points
- Work Plan 0-30 points
- Participation by Small Business Firm, Minority Owned Enterprise, Section 3 (Chambersburg based) Firm, or Women Owned Enterprise (2.5 points each) 0-10 points
- Rate of Compensation 0-10 points

**Maximum Points 100 points**

All qualified proposers will receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap, or sex. The Borough of Chambersburg is an equal opportunity agency.

Heath E. Talhem  
President, Borough Council

**REQUEST FOR PROPOSALS**  
**FOR**  
**COMMUNITY DEVELOPMENT**  
**PLANNING CONSULTING SERVICES**



**August 1, 2019**

Contact Person:

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**BOROUGH OF CHAMBERSBURG, PA**  
**100 South Second Street, Chambersburg, PA 17201**

**REQUEST FOR PROPOSALS TO PROVIDE  
PLANNING CONSULTING SERVICES FOR  
COMMUNITY DEVELOPMENT PROGRAMS**

The Borough of Chambersburg, PA, hereinafter referred to as the "Borough", is a Federal Entitlement Community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In accordance with 2 CFR Part 200.320 "Methods of Procurement" which establishes standards for the procurement of property and services involving the expenditure of Federal funds, the Borough hereby requests written proposals from planning consultants and firms for the provision of professional services in the design, planning and implementation of the Borough's proposed FY 2019-2021 CDBG Programs and other housing and community development programs.

**A. TYPES OF SERVICES REQUIRED –**

The Borough seeks the services of a professional planning consultant or firm to provide planning and implementation services for the next three (3) year period, assuming funds are appropriated and allocated for FY 2019 through FY 2021. The scope of services includes the following:

1. Preparing the Borough's Five Year Consolidated Plan for FY 2020 to 2024.
2. Preparing the Annual Action Plans, as part of the Consolidated Action Plan and Strategy for the CDBG Program for FY 2019, FY 2020, and FY 2021.
3. Preparing the Borough's Analysis of Impediments to Fair Housing Choice.
4. Assisting in qualifying activities for Federal financial assistance.
5. Assisting in the preparation of annual performance reports referred to as the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2018, 2019, and 2020.

6. Assist in the preparation of the Environmental Review Record for annual community development activities, as well as amendments to the CDBG Program.
7. Preparing an update to the Borough's Citizen Participation Plan for the Federal CDBG Program, as necessary.
8. Providing advice and assistance in meeting the citizen participation requirements.
9. Providing advice and assistance in meeting the Federal Section 106 requirements in accordance with the State Historic Preservation Office (SHPO) and the U.S. Department of Interior regulations for properties that are historic or located in historic districts.
10. Providing advice and assistance in the implementation of program activities, including compliance with Federal and state regulations.
11. Providing advice and technical assistance in connection with the implementation of the CDBG Program, including the lead based paint requirements.
12. Assisting in the preparation of modifications and amendments to previously approved CDBG Program.
13. Providing advice and assistance in the preparation of Section 108 Loan Guarantee applications.
14. Assisting in the preparation of applications/plans for a Neighborhood Revitalization Strategy Area.
15. Providing advice on other sources of funding for housing, community development and economic development programs, including the preparation of applications for additional sources of funds.
16. Assisting in the preparation of applications for funding to the Department of Community and Economic Development (DCED) for housing.
17. Preparing other applications and/or performing studies in accordance with Federal and state programs and guidelines for which the Borough may be eligible to apply for funding.
18. Assisting in conducting other planning studies.

The Borough intends to select a firm which it deems best qualified in its judgment to provide all of the services requested, on an as-needed basis, for the

preparation of the required plans and documents of the CDBG Program and other community development programs.

The Borough will negotiate with the firm it deems most qualified to determine the fee for such services based on a final scope of work. If the Borough is unable to negotiate a fee, which seems reasonable, the Borough may negotiate with the firm deemed second best qualified, or the Borough may issue another Request for Proposals. The multi-year commitment to the consulting firm is subject to HUD allocations of future CDBG funds to the Borough and no costs shall be considered incurred or encumbered for such years until HUD issues its letters of approval.

**B. INFORMATION AND DATA REQUIRED OF EACH OFFEROR –**

All planning consultants are required to submit their proposal to the Borough by 5:00 p.m., prevailing time, on or before August 30, 2019. One original and two (2) copies of the proposal are required. The proposal shall contain a response to each of the following:

- 1. Qualification and Experience of the Consultant – (50 points maximum)**
  - a. Demonstrate the experience of the consulting firm or individual in performing the tasks requested under the scope of services for this RFP in the CDBG Program and other community development programs in using the HUD eCon Planning Suite Format in IDIS (0-25 points).
  - b. Identify the key personnel to be assigned to provide the requested scope of services. Demonstrate that the key professional staff have the knowledge and ability to perform the work as requested. Indicate any experience that the key professional staff have obtained from work on similar projects or in undertaking similar work responsibilities. (0-25 points).
  
- 2. Work Plans – (30 points maximum)**
  - a. The Consultant shall prepare a work plan to address each task outlined in the types of services requested. The work plans shall include, but not limited to: allocating resources and personnel, the ability to provide continuity, and a timely response over the course of the contract period. (0-30 points).

**3. Participation by Small Business Firm, Minority Owned Enterprise, Section 3 (Chambersburg based) Firm, or Women Owned Enterprise – (10 points maximum)**

- a. If the consultant or firm qualifies under any of the following categories, the offeror shall set forth the basis for qualifying under these categories:
  - (1) Small Business Firm – less than \$2.5 million in annual receipts. (0-2.5 points)
  - (2) Minority Owned Enterprise (MBE) – the principal owner(s) is a minority. (0-2.5 points)
  - (3) Section 3 Firm – low-income owned firm located in the Borough of Chambersburg. (0-2.5 points)
  - (4) Women Owned Enterprise (WBE) – the principal owner(s) is a female. (0-2.5 points)

**4. Rate of Compensation – (10 points maximum)**

- a. Provide the hourly rate schedule and time commitment of all key staff that will be assigned to each task. (0-10 points)
- b. Provide a statement which outlines the consultant's estimated lump sum, not to exceed amount, for each task to be assigned.

**C. FACTORS FOR AWARD –**

The Borough will evaluate each written proposal, determine whether oral discussions with the offerors are necessary, then, based on the content of the written proposal and oral discussions, if any, select a firm best qualified for the assignment based on the data submitted and whose offer is most advantageous to the Borough, price and other factors considered.

In evaluating the proposal, the Borough will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The consulting firm with the highest total points will be selected for the purpose of negotiating a contract. If the Borough is not satisfied with the basis used by the consultant or with the price of the services to be rendered, the Borough may proceed to negotiate a contract with the firm with the next highest point total. The points to be awarded are set forth for each segment or sub-segment below:

**1. Qualifications and Experience of the Consultant – (0-50 points)**

- a. Demonstrates the qualifications and experience of the consultant and key personnel in conducting efforts of the nature and scope required by this Request for Proposals.

**2. Work Plans – (0-30 points)**

- a. The quality of the consultant's work plans, including but not limited to allocating resources and personnel and ability to provide both continuity and timely response over the course of the contract period.

**3. Participation by Small, Minority, Women, or Section 3 Firms – (0-10 points)**

- a. Any offeror who meets one or more of the following factors shall receive two and one half (2 ½) points for each factor met:
  - (1) Small Business Firm
  - (2) Minority Owned Enterprise
  - (3) Section 3 (Chambersburg based) Firm
  - (4) Women Owned Enterprise

**4. Rate of Compensation – (0-10 points)**

- a. Hourly rate of compensation and the time commitment of staff.
- b. Lump sum amounts per work task.