REQUEST FOR QUALIFICATIONS (RFQ)

STRATEGIC PLANNING

RFQ Issue Date: April 7, 2022

Qualifications Due Date: 1:00pm, May 18, 2022
I. **INTRODUCTION:**

A. **About the RFQ:**

The Redevelopment Authority of the City of Reading (“RRA”) is seeking qualifications from Consultants to assist the RRA on creating and executing a blight remediation plan.

B. **DESCRIPTION OF THE REDEVELOPMENT AUTHORITY OF THE CITY OF READING:**

RRA is an Urban Renewal agency that acquires and rehabilitates, sells, or demolishes blighted properties and owns and maintains public spaces. For more information, see our website at [www.readingredevelopmentauthority.net](http://www.readingredevelopmentauthority.net).

C. **QUALIFICATIONS:**

The RRA is seeking Consultants that have a strong understanding of Urban Redevelopment authorities, strong facilitation skills and proven experience with blight remediation.

Consultants should have knowledge of the requirements and guidelines of both Pennsylvania and the United States Departments of Community and Economic Development.

While not required, it is strongly encouraged, Consultants should have knowledge of the City of Reading (“City”).

MBE/WBE are encouraged to submit qualifications.

D. **SCOPE OF WORK:**

The RRA is tasked with working with the City of Reading to develop programs and capacity to reduce blight. RRA is interested in working with a Consultant to develop a plan to address blight and redevelopment opportunities in the City of Reading. The Consultant will develop programs to fund and finance programs, policies and procedures. The Consultant will also develop and build capacity for rehabilitation programs to support blight remediation, including identifying rehabilitation partners, identifying partner capacity needs and developing a training program to increase rehabilitation capacity. The Consultant will design programs to address blight, improve living conditions and increase opportunities available to low and middle income households in the City of Reading.

E. **PLAN PROPOSAL:**

Please include the following information in your submission:

1. Description of your organization
2. Summary of your experience
3. Proposed approach to this blight remediation process
4. Proposed project plan, including timeline with major tasks and milestones
5. Description of the Project team, including role, experience and resumes
6. Project budget
7. Sample blight remediation plan that you created for another organization (with
information redacted to protect privacy as necessary)

8. Three (3) client references, including name of organization, title, email address and phone number of your primary contact.

RRA understands that the project may be conducted by a single Consultant, a Consultant group or a partnership of Consultants. The proposal should the name, title, address, phone number or email address for each person engaged with the project. If a consultant group or a partnership of consultants is submitting the RFQ, please indicate who will be serve as point person.

F. SELECTION CRITERIA:

1. Experience with blight remediation planning: 35%
   - Attributes necessary to deliver the project
   - Experience with similar projects
   - Strength of sample Plan

2. Scope of Proposal: 25%
   - Understanding of the project objectives and desired results
   - Approach likely to lead to successful development of an actionable blight remediation plan
   - Illustrates vendor’s ability to execute the proposed approach

3. Work Plan: 25%
   - Project activities and milestones for each stage of work
   - Timeline for each stage of work
   - Completed within reasonable time frame

4. Budget is reasonable and justified given the scope and work plan 15%

G. PROCESS FOR SUBMISSION AND EVALUATION:

1. Proposals are due 1:00 p.m. EST May 18, 2022

2. Submit proposals via email only to: jamal.abodalo@readingpa.gov

3. Submit inquiries regarding this RFQ to Jamal Abodalo, Executive Director, via email only: jamal.abodalo@readingpa.gov

4. Staff will score proposals for review and selection by RRA’s Board of Directors

H. TIMELINE:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFQ Release</td>
<td>April 7, 2022</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>May 18, 2022</td>
</tr>
<tr>
<td>Vendor selection and notification</td>
<td>May 19, 2022</td>
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<tr>
<td>Target project launch</td>
<td>June 2, 2022</td>
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<tr>
<td>Target project completion</td>
<td>December 31, 2022</td>
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I. CONSIDERATIONS:

1. **Ownership and confidentiality.** All intellectual property and non-publicly available data will become the property of RRA. The vendor shall agree to keep information related to this process in strict confidence, including but not limited to the terms of the contract and any confidential business information or proprietary information acquired through the execution of this project.

2. **Conditions of Qualification:** All costs incurred in the preparation of a response to this RFQ are the responsibility of the bidder and will not be reimbursed by RRA.

3. **Reservation of Rights.** RRA reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. RRA may, at its sole discretion, select no provider for these services if, in its determination, no applicant sufficiently responds to the need or if RRA does not have sufficient funds to support the project. RRA reserves the right to withdraw this RFQ and/or any item within the RFQ at any time without notice. RRA reserves the right to disqualify any proposal that does not adhere to the RFQ guidelines. This RFQ is being offered at the discretion of RRA. It does not commit RRA to award any funds.

4. **Confidentiality.** If the bidder deems any materials submitted to be proprietary or confidential, the bidder must indicate this in relevant section(s) of the response.

5. **Ineligibility.** RRA and City of Reading employees and RRA board members and their family members are ineligible to apply.

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