

CITY OF ALTOONA, PENNSYLVANIA

**REQUEST FOR PROPOSALS TO PROVIDE
PLANNING CONSULTING SERVICES FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,
HOME INVESTMENT PARTNERSHIPS PROGRAM, AND OTHER
HOUSING & COMMUNITY DEVELOPMENT PROGRAMS**

DUE TIME: 12:00 P.M. prevailing time
DUE DATE: March 15, 2024

CITY CONTACT:

**Diana White, Director
Department of Community Development
City of Altoona
Altoona City Hall, Suite 400
1301 12th Street
Altoona, Pennsylvania 16601
Phone: (814) 949-2470
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dwhite@altoonapa.gov
www.altoonapa.gov**

SUBMIT TO:

**City of Altoona
ATTN: Diana White, Director
Department of Community Development
Altoona City Hall, Suite 400
1301 12th Street
Altoona, Pennsylvania 16601
(814) 949-2470**

**PUBLIC NOTICE
CITY OF ALTOONA, PENNSYLVANIA**

**REQUEST FOR PROPOSALS TO PROVIDE
PLANNING CONSULTING SERVICES FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,
HOME INVESTMENT PARTNERSHIPS PROGRAM, AND OTHER
HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS**

The City of Altoona, Pennsylvania, hereinafter referred to as the “City,” currently is administering a HUD Community Development Block Grant Program (CDBG) and the HOME Investment Partnerships Program (HOME). In accordance with 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards,” which establishes standards for the procurement of property and services involving the expenditure of Federal Funds, the City hereby requests written proposals from qualified individuals and planning consulting firms to provide professional services in the design, planning and implementation of the City’s FY 2025-2029 CDBG and HOME Programs, as well as other community development and housing programs.

The specific services requested by the City of Altoona, are detailed in the Request for Proposals (RFP 2024 CDBG/HOME). A copy of this document may be obtained from the City of Altoona’s Department of Community Development, Altoona City Hall, Suite 400, 1301 12th Street, Altoona, PA 16601, Telephone (814) 949-2470, Fax (814) 949-0372 during normal business hours. It is also available electronically.

The deadline for submission of proposals is 12:00 P.M., prevailing time, on March 15, 2024 in the offices of Ms. Diana White, Director, Department of Community Development, Altoona City Hall, Suite 400, 1301 12th Street, Altoona, PA 16601.

The objective of this competitive process is to select a firm which will provide the highest quality of work at a reasonable fee. The City of Altoona will evaluate the “Proposal for Services” submitted and will select the firms deemed best qualified to perform these services. Firms will be ranked accordingly. The City will then enter into negotiations on a final scope and fees with the highest ranked firm. Should the City be unable to reach an agreement with the highest ranked firm, negotiations will begin with the second ranked firm and so on.

All qualified proposers will receive consideration without regard to race, religion, creed, color, sex, age, handicap, ancestry, or national origin in the contract award. Minority and female business enterprises are encouraged to respond. The City of Altoona is an equal opportunity agency.

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The City of Altoona, Pennsylvania, hereinafter referred to as the “City”, is currently administering a HUD Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program. In accordance with 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” the City hereby requests written proposals from qualified individuals and planning consulting firms for the provision of professional services in the design, planning and implementation of the City’s FY 2025-2029 CDBG and HOME Programs, and other community development Programs.

A. TYPES OF SERVICES REQUIRED:

The City seeks the services of a professional planning consulting firm (“Consultant”) to provide planning and implementation services on an as needed basis for the next five (5) year period, assuming funds are appropriated and allocated by HUD for FY 2025 through FY 2029. The scope of services includes the following:

1. Provide technical advice and assistance in the preparation and submission to HUD for entitlement CDBG funds (i.e., Annual Action Plans), as part of the Consolidated Action Plan and Strategy for the CDBG and HOME Programs for FY 2025-2029. All associated services necessary in order to complete the annual submission shall be provided, including, but not limited to, preparation of public notices for publication, and the provision of multiple copies of the final document which will meet all statutory and regulatory requirements. Consultant will prepare and submit plans in the Federal Integrated Disbursement and Information System (IDIS), using the most current software applications (i.e., “E-Con Planning Suite”).
2. Provide technical advice and assistance in the preparation and submission to HUD of annual performance reports as a part of the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2025-2029. All associated services necessary in order to complete the CAPER shall be provided, including, but not limited to, preparation of public notices for publication, and the provision of multiple copies for the final document which will meet all statutory and regulatory requirements including uploading information in the Federal IDIS system.
3. Provide technical advice and assistance in the preparation and submission to HUD of the Five-Year Consolidated Action Plan for FY 2025-2029, including all associated informational services necessary in order to complete the Consolidated Plan, including but not limited to, planning and research,

community engagement/outreach to collect necessary community input, needed documentation and data, preparation of public notices for publication, and provision of multiple copies of the final document which will meet all statutory and regulatory requirements. The Consolidated Plan will meet all requirements of 24 CFR Part 91, as interpreted by HUD; HUD's Consolidated Plan Manual; and current information available at HUD websites including hud.gov and hudexchange.info. Consultant will prepare and submit plans in the Federal IDIS system, using the most current software applications (i.e., "E-Con Planning Suite).

4. Provide technical advice, assistance in the preparation of the City's annual Environmental Review Record (ERR), and any subsequently required ERR's, and documentation for the release of funds for approved program activities under the Annual Action Plans. All associated services necessary to complete the ERR and/or amendments shall be provided, including but not limited to preparation of notices for publication, distribution of notices to appropriate State and Federal offices, and the provision of one original final document which will meet all statutory and regulatory requirements in accordance with the NEPA Guidelines.
5. Provide technical advice and assistance in preparing all required Fair Housing reports, studies, and technical assistance, as needed.
6. Provide technical advice and assistance in qualifying activities for Federal financial assistance.
7. Provide technical advice and assistance throughout the term of the contract in connection with the implementation of CDBG and HOME program activities relative to administrative practices, as well as authorized and desirable activities, to implement, continue and enhance the community development and housing programs, including compliance with Federal and State regulations and lead based paint requirements.
8. Provide advice and assistance in meeting the citizen participation requirements, including an update to the City's Citizens Participation Plan.
9. Provide technical 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 historic preservation.
10. Preparation of any modifications and amendments to previously approved CDBG and HOME Programs.
11. Provide technical advice and assistance in the preparation of any Section 108 Loan Guarantee applications.

12. Assist in the preparation of applications/plans for a Neighborhood Revitalization Strategy Area.
13. Provide advice on other sources of funding for housing, community development and economic development programs, including the preparation of applications for additional sources of funds.
14. Assist, if requested, to prepare applications and/or perform studies in accordance with Federal and State programs and guidelines for which the City of Altoona may be eligible to apply for funding.
15. Assist in the preparation of an Analysis of Impediments (A.I.) to Fair Housing Choice.
16. Provide technical advice and assistance with the IDIS System.
17. Assist in conducting other planning studies as need by the City.
18. Assist as needed in the preparation of ERRs for the Altoona Housing Authority.

The City of Altoona will provide copies of all existing plans, data, reports and documents, as needed, including:

- Current Five-Year Consolidated Plan and Annual Action Plan
- Current community development programs, policies and incentives, neighborhood support strategies, capital improvement plans, and related materials
- Available project plans and environmental data
- Applicable digital maps
- Applicable information gathered through the City's recent Comprehensive Planning Process, including the 2023 housing conditions survey
- Reasonable clerical support, printing and copying services, and meeting location/scheduling services
- Contact list of local agencies, neighborhood organizations, special interest groups and others to be invited to participate in the process

The City expects the consultant to have the capacity to exercise independent judgment and to perform those services necessary to achieve the program objectives in a manner consistent with senior technical management and staff. The consultant will be working under the general direction of the City's Director of the Department of Community Development.

The City intends to select an offeror which it deems best qualified in its judgment to provide all of the services requested, on an as-needed basis, for the continuation of the CDBG and HOME programs. The City is not obligated to guarantee the number of work days in any given period of time.

The City will negotiate with the offeror it deems most qualified to determine the fee for such services. If the City is unable to negotiate a fee, which seems reasonable, the City may negotiate with the offeror deemed second best qualified, or the City may issue another Request for Proposals. The multi-year commitment to the offeror is subject to HUD approval of future requests for CDBG and HOME funds 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:

Each proposal shall contain a response to each of the following:

1. Qualifications and Experience of the Consultant – (Maximum 35 points)

- a. Demonstrate the consulting firm's experience performing the tasks requested under the scope of services for this RFP in the CDBG and HOME programs and other community development programs and a list of clients/agencies for which similar services have been provided. The client list provided must identify the government or agency, a brief description of the service or project, and a key contact person with current address, phone and fax numbers, and e-mail address. (15 points)
- b. Identify the key personnel responsible for providing the requested services. Demonstrate that the key professional staff have the knowledge and ability to perform the work requested. Indicate any experience that the key professional staff have obtained from work on similar projects or in undertaking similar work responsibilities. (15 points)
- c. Familiarity with the City of Altoona, the City's current CDBG and HOME programs, the needs of the City of Altoona and its residents. (5 points)

2. Work Plans – (Maximum 25 points)

- 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 be limited to: allocating resources and personnel, the ability to provide continuity, and a timely response over the course of the contract period.

- b. The work plan should reflect completion in time for Council adoption of the Consolidated Plan and Action plan within HUD's specified timeframe.

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

- a. If the offeror 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. (2.5 points)
 - (2) **Minority Owned Enterprise (MBE)** – the principal owner(s) is a minority. (2.5 points)
 - (3) **Section 3 Firm** – located in City of Altoona. (2.5 points)
 - (4) **Women Owned Enterprise (WBE)** – the principal owner(s) is a female. (2.5 points)

4. Compensation – (Maximum 30 points)

- a. Hourly fee schedule of personnel, administrative and miscellaneous costs.
- b. Provide a narrative statement which states that the consultant is willing to work on a lump sum, not to exceed amount, for each task to be assigned.

C. FACTORS FOR AWARD:

The City of Altoona 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 City, price and other factors considered.

In evaluating the proposal, the City will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The offeror with the highest total points will be selected for the purpose of negotiating a contract. If the City is not satisfied with the basis used by the offeror or with the price of the services to be rendered, the City may proceed to negotiate a contract with the

offeror with the next highest point total. The points to be awarded are set forth below:

1. Qualifications and Experience of Consultant – (Maximum 35 points)

- a. Demonstrate the experience of the consulting firm in performing the tasks requested under the scope of services for this RFP for the CDBG and HOME Programs. (15 points)
- b. Identify the key personnel to be assigned to render the requested scope of services. Demonstrate that the key professional staff have the knowledge and ability to perform the work requested. Indicate any experience that the professional staff have obtained from work on similar projects or in undertaking similar work responsibilities. (15 points)
- c. Familiarity with the City of Altoona, the City's current CDBG and HOME programs, the needs of the City of Altoona and its residents. (5 points)

2. Work Plans – (Maximum 25 points)

- a. Quality of 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.
- c. The work plan should reflect completion in time for Council adoption of the Consolidated Plan and Action plan within HUD's specified timeframe.

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

- a. Any offeror who meets one or more of the following factors shall receive two and one half (2 1/2) points for each factor met:
 - (1) Small business firm (2.5 points)
 - (2) Minority owned enterprise (2.5 points)
 - (3) Section 3 (Altoona based) firm (2.5 points)
 - (4) Women owned enterprise (2.5 points)

4. Compensation – (Maximum 30 points)

- a. Hourly fee schedule of personnel, administrative and miscellaneous cost.
- b. Provide a narrative statement which states that the consultant is willing to work on a lump sum, not to exceed amount, for each task to be assigned.

This project is to be funded with federal Community Development Block Grant (CDBG) monies available starting July 1, 2024. City staff will assist and participate in the public meetings that are required as part of this project, and will provide contact information for the partner organizations that must be included in our planning process.

As such, any consultant to whom some or all of this project is awarded must comply with all applicable CDBG and HUD regulations. Note that the awarded consultant must also have a Unique Entity Identification (UEI) number.

Note that each bidder must provide certification the bidder is not included on any state or federal list of ineligible contractors. Each bidder must agree to comply with the provisions of the Pennsylvania Nondiscrimination Clause and the federal Civil Rights Act of 1964.

LIABILITY:

All proposals shall include a statement by the proposer and its sub-consultants, if any, concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that would protect the City of Altoona from loss or harm should the proposal be accepted in whole or in part.

STATEMENT OF THE CITY'S RIGHTS:

The City of Altoona reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this request for proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this request for proposals;
3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal or proposals as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct investigations with respect to the qualifications of each proposer;

6. to exercise at its discretion and apply its judgement with respect to any aspect of this request for proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
8. to split the work between two proposals or contracts if this is judged to be in the City's best interests by the City;
9. to select the proposal that best satisfies the interests of the City and not necessarily as the basis of price or any other single factor;
10. to issue addenda and supplements to this request for proposals when necessary, with the understanding that such addenda/supplements shall be distributed to each proposer; and
11. to enter into a contract with the consultant chosen.

PROPOSAL SUBMISSION:

Consultants shall submit an original and two (2) copies of their proposals and supporting documentation by **12:00 P.M.** prevailing time, **March 15, 2024** to:

City of Altoona
ATTN: Ms. Diana White, Director
Department of Community Development
Altoona City Hall, Suite 400
1301 12th Street
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(814) 949-2470