

REQUEST FOR PROPOSALS
HOUSING AND COMMUNITY DEVELOPMENT CONSULTING SERVICES
CITY OF ERIE, PENNSYLVANIA
YEARS 2026-2028

I. Types of Services Required

In accordance with the Common Rule (2 CFR 200, Subpart D) which establishes standards for the procurement of property and services involving the expenditure of federal funds, the City of Erie hereby requests proposals from qualified individuals and firms for the provision of professional Housing and Community Development consulting services.

The City of Erie anticipates selecting a Housing and Community Development consultant to assist the City with the following activities over a three-year period (January 1, 2026 through December 31, 2028).

A. Community Development and Planning

Services may be requested from time to time for the following tasks:

1. Assist the City in preparing its Five (5) Year Consolidated Plan and/or its annual Action Plan for submission to HUD. This includes all aspects of preparation from developing a statement of proposed objectives and a proposed budget, to research for the planning portions, to completion of a final document for submission which meets all statutory and regulatory requirements.
2. Assist the City staff in preparing the Environmental Review Record for annual community development activities.
3. Prepare for publication, notices which inform the public of the City's Community Development program and invite public comment and participation in accordance with statutory and regulatory requirements.
4. Attendance at public hearings, City Council meetings and/or staff meetings to present or discuss the CDBG, HOME, HOME-ARP and CDBG-CV and ESG Programs.
5. Assist the City in designing and implementing economic development leveraging programs with CDBG funds.

6. Assist City staff in preparing Annual Consolidated Annual Performance and Evaluation Report (CAPER) Document.
7. Provide Community Development Planning Assistance, if requested, to the City or its subrecipients. Such services would include:
 - a) Planning in support of tax incremental financing districts.
 - b) Physical planning services, including comprehensive planning, site planning and redevelopment planning.
 - c) Preparation of redevelopment area plans and redevelopment proposals under state redevelopment law.
 - d) Site specific development strategies, downtown improvement strategies and preliminary feasibility analyses.
 - e) Technical assistance and preparation of submission for designation of Neighborhood Revitalization Strategy Areas (NRSAs).
8. Provision of services related to Affirmatively Furthering Fair Housing (AFFH) and/or Assessment of Fair Housing (AFH).
9. Provide general consulting and advisory services throughout the term of the contract relative to management practices and authorized and desirable activities to implement, continue, and enhance the community development programs. This includes informing and advising the City about federal and state policies and programs, and changes thereto.
10. Assist the City in applying for Section 108 Loan Guarantee assistance, HUD designations, and other forms of State and Federal assistance.

B. Affordable Housing

Services may be requested from time to time for the following tasks:

1. Assist the City to prepare the annual submission to HUD for entitlement CDBG, HOME and ESG funds (i.e., Consolidated Plan, Annual Action Plan, etc.).
2. Assist the City staff in preparing the Environmental Review Record for the annual CDBG, HOME, HOME-ARP and CDBG-CV and ESG Programs.
3. Assist the City in the designation and utilization of Community Housing Development Organizations.
4. Assist the City in matters pertaining to the eligibility of CDBG, HOME, HOME-ARP and CDBG-CV and ESG Programs.

5. Assist the City in identifying and applying for alternate forms of housing assistance, including:
 - a) Federal Home Loan Bank
 - b) Low Income Housing Tax Credits
 - c) Pennsylvania DCED Housing and Community Development Program
 - d) Pennsylvania Housing Financing Agency Programs
 - e) HUD – Housing programs
6. Assist the City in structuring HOME-assisted projects, including those activities that involve private or non-profit development entities.
7. Provision of underwriting and layering analyses for rental and homebuyer programs.
8. Assist the City in preparing written agreements with subrecipients and CHDOs.
9. Provision of real estate syndication services.
10. Assist the City staff in evaluating proposals from private sector, non-profit and CHDO developers, owners and sponsors.
11. Assist the City in establishing operational guidelines for new CDBG, HOME, HOME-ARP and CDBG-CV and ESG funded initiatives.
12. Provision of project or site strategies and preliminary market/feasibility studies.

The City intends to select an offeror or offerors which it deems best qualified in its judgment to provide these services. The City will then negotiate with such offeror to determine the fee for each requested service. If the City is unable to negotiate a fee for a service which seems reasonable, the City may negotiate with the offeror deemed second best qualified, or the City may require another Request for Proposals.

II. Information and Data Required of Each Offeror

All offerors are required to submit an original and two (2) copies of their proposal to the Department of Economic and Community Development, 626 State Street, Erie, PA 16501 by 4:00 p.m., prevailing time November 14, 2025. Such proposal shall contain responses to the following:

A. Offeror's Method for Providing the Requested Services

1. Provide a suggested Scope of Services that reflects the City's anticipated work program for the Housing and Community Development Programs. (A separate scope of services is to be submitted by the selected consultant for any special studies or grant applications as the City requires such services.)

B. Offeror's Qualifications, Experience and Time Commitments of Proposed Technical Staff

1. Demonstrate the experience of the offeror in conducting efforts of the nature and scope required by this Request for Proposal. Identify the HUD Entitlement Communities that you have assisted. Indicate the number of HUD-approved Consolidated Plans (CPs) your firm has prepared. Highlight experience with Consolidated Plans.

All proposers are to provide the names, addresses and phone numbers of three (3) references for Community Development clients; three (3) references for Consolidated Planning clients; and three (3) references for Affordable Housing clients.

2. Identify the project coordinator and other key personnel to be assigned to render the service required and submit resumes of their backgrounds.
3. Set forth the estimated level of effort, in terms of time commitment, to be provided by the specifically identified key personnel for services under Section A and B, Types of Services Required.

C. Offeror's Stability

1. Provide a statement that demonstrates the stability and continuity of both staff and management of the offeror.

D. Small, Minority, and Women Enterprise Participation and Participation by Labor Surplus Area and Section 3 Firms

If the offeror qualifies under any of the five following categories, the offeror shall set forth the basis so that the procuring agency can determine which category(s) is(are) applicable to the offeror.

1. Small business firm
2. Minority-owned business firm
3. Women-owned business firm
4. Labor Surplus Area business firm
5. Section three (3) business firm

E. Basis for Compensation

The offeror must signify a willingness to negotiate a lump sum contract for any services the City chooses to assign the successful offeror. All proposers must provide a range of fees for each work items, e.g. Community Development and Affordable Housing.

The offeror may suggest a lump sum form of compensation, an hourly rate form of compensation, or a combination of lump sum and hourly rate compensation. Hourly billing rates for each individual to be assigned to the project must be included in the offeror's proposal.

Fees will be negotiated for additional services when needed by the City, e.g. applications for various state or federal grants, special surveys or analyses, etc.

III. Factors and Award

The City will evaluate each written proposal and determine whether oral discussion of the offer is necessary. Based on the content of the written proposal and oral discussion, if any, points will be assigned 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 three (3) fiscal program years, and individual contracts will be negotiated as needed and determined by the City. The points to be awarded are set forth for each major segment and sub-segment below:

A. Offeror's Method for Providing the Requested Services.....(25 pts)

Adequacy of the Scope of Services for CDBG, Affordable Housing

B. Offeror's Qualifications, Experience and Time Commitments of Proposed Technical Staff.....(40 pts. total)

1. Demonstrated experience of the offeror in HUD entitlement communities and success with Housing Programs and Consolidated Planning.....(15 pts. sub-factor)
2. Demonstrated ability of specifically-named key personnel to carry out proposed assignments.....(10 pts. sub-factor)
3. The adequacy of the proposed level of effort in terms of time commitment of key personnel.....(15 pts. sub-factor)

C. Offeror's Stability.....(10 pts.)

1. Demonstrate the stability and continuity of both staff and management of the offeror.

D. Participation by Small, Minority, Women and Labor Surplus Area and Section three (3) Firms.....(10 pts.)

Any offeror who meets any one of the following factors shall receive two (2) points for each:

1. Small business firm
2. Minority-owned business firm
3. Women-owned business firm
4. Labor Surplus Area business firm
5. Section three (3) business firm

E. Compensation.....(15 pts.)

A proposal will be considered nonresponsive if the offeror fails to signify a willingness to negotiate a lump sum contract(s). Indicate the range of fees over the three (3) year work period for items I.A and I.B.

Scoring Key

Percent of points awarded

- 0% - No response
- 50% - Marginal
- 70% - Acceptable
- 80% - Occasionally exceeds acceptable
- 90% - Consistently exceeds acceptable
- 100% - Outstanding in all respects

A selection of a firm for these assignments is expected to be made on or about December 9, 2025.

Proposals are to be mailed to:

Ms. Debra Smith, Director
Department of Economic and Community Development
626 State Street
Erie, PA 16501

Inquiries may be directed to same by mail, by telephone (814)870-1270 or by fax (814)870-1443.

IV. Other

The Proposer must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability, or familial status, and the requirements of the Housing and Urban Development Act of 1974, as amended, are met.

In addition, all successful bidders must comply with the terms and conditions of:

- Federal Uniform Requirements of 2 CFR 200;
- Title 3 of the Intergovernmental Cooperation Act of 1968, as amended;
- Section 109 of the Housing Act of 1972; Title VI and other applicable provisions of the Civil Rights Act of 1964;
- The Fair Housing Act, as amended;
- CDBG Program regulations on Conflict of Interest;
- Federal staff and auditor's access to records;
- Executive Order 11246, Equal Employment Opportunity;
- Davis-Bacon Act and related Federal Labor Standard provisions;
- The Department of Labor Equal Opportunity Clause (41 CFR 60-1.4);
- Executive Order 11625 (utilization of female business enterprise), and Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

City of Erie
Community Development and HOME Program
Solicitation for Community Development and Housing Services

Name of Offeror	Offeror's Methodology (25 points)	Technical Qualifications of Firm and Individuals (40 Points) maximum	Stability of Firm (10 points) maximum	Reasonableness of Compensation (15 points) maximum	Two (2) points each: • Small Business • Minority Firm • Female Firm • Labor Surplus Firm • Section 3	Total Points Awarded

