

**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  
COMMUNITY DEVELOPMENT PROGRAMS**

**DUE TIME:** 10:00 A.M. prevailing time

**DUE DATE:** Tuesday, June 28, 2016

**CITY CONTACT:**

**Carl Fischer  
Deputy Director  
Department of Community Development  
City of Altoona  
Altoona City Hall, Suite 400  
1301 12<sup>th</sup> Street  
Altoona, Pennsylvania 16601  
Phone: (814) 949-2481  
Fax: (814) 949-0372  
[cfischer@altoonapa.gov](mailto:cfischer@altoonapa.gov)  
[www.altoonapa.gov](http://www.altoonapa.gov)**

**SUBMIT TO:**

**City of Altoona  
ATTN: Lee C. Slusser, AICP  
Director/Planning Administrator  
Department of Community Development  
Altoona City Hall, Suite 400  
1301 12<sup>th</sup> Street  
Altoona, Pennsylvania 16601  
(814) 949-2470**

**PUBLIC NOTICE  
CITY OF ALTOONA, PENNSYLVANIA  
REQUEST FOR PROPOSALS TO PROVIDE  
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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 the "Common Rule" (24 CFR Part 85.36), which established 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 2016, 2017, and 2018 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 Proposal (RFP 2016 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 10:00 A.M., prevailing time, on June 28, 2016 in the offices of Lee C. Slusser, Department of Community Development, Altoona City Hall, Suite 400, 1301 12<sup>th</sup> 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 the best qualified to perform 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.

**Marla P. Marcinko,  
City Manager**

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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 Partnerships Program. In accordance with the “Common Rule” (24CFR part 85.36) 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 for the provision of professional services in the design, planning and implementation of the City’s FY 2016, 2017, and 2018 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 three (3) year period, assuming funds are appropriated and allocated by HUD for FY 2016 through FY 2018. The scope of services includes the following:

1. Provide technical advice, 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 2016, FY 2017 and FY 2018. 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 most current software applications (i.e., “E-Con Planning Suite”).
2. Provide technical advice, 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 2015, 2016 and 2017. 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, assistance in the preparation and submission to HUD of Substantial Amendments to the Five Year Consolidated Action Plan for FY 2015-2019. All associated services necessary in order to complete the Substantial Amendment to the Consolidated Plan, including but not limited to, planning and research, 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. Consultant will prepare and submit plans in the Federal IDIS system, using 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 documentation for the release of funds for approved program activities under the Annual Action Plans and all activities as required by the Responsible Entity role. 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 Assessment of Fair Housing (AFH). The new Affirmatively Furthering Fair Housing (AFFH) rule clarifies existing fair housing obligations with a streamlined process to analyze the local fair housing landscape and set fair housing priorities and goals through an AFH. The rule identifies four fair housing issues that program participants will assess, 1) Patterns of integration and segregation, 2) racially or ethnically concentrated areas of poverty, 3) disparities in access to opportunity, and 4) disproportionate housing needs. The AFH will include utilizing HUD's new maps and tools as well as local data for their analysis.
16. Provide technical advice and assistance with the IDIS System.
17. Assist in conducting other planning studies as need by the City.

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 Comprehensive Planning Process
- 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 Deputy 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 50 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. (20 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. (20 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. (10 points)

### **2. Work Plans – (Maximum 35 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.

### **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 15 points)**

- a. Hourly fee schedule of personnel, administrative and miscellaneous costs.

## **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 50 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. (20 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. (20 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. (10 points)

### **2. Work Plans – (Maximum 35 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.

### **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 ½) 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 15 points)**

- a. **Hourly fee schedule** of personnel, administrative and miscellaneous cost.

#### **CITY CONTACT INFORMATION:**

To request a copy of this Request for Proposal, contact:

Carl Fischer, Deputy Director  
Department of Community Development  
City of Altoona  
Altoona City Hall, Suite 400  
1301 12th Street  
Altoona, Pennsylvania 16601  
Phone: (814) 949-2481  
Fax: (814) 949-0372  
Email: [cfischer@altoonapa.gov](mailto:cfischer@altoonapa.gov)

The City can provide the request for proposals electronically, by e-mail or fax or by postal service delivery.

#### **PROPOSAL SUBMISSION:**

Consultants shall submit an original and two (2) copies of their proposals and supporting documentation by 10:00 A.M. prevailing time, June 28, 2016 to:

City of Altoona  
ATTN: Lee C. Slusser, AICP, Director  
Department of Community Development  
Altoona City Hall, Suite 400  
1301 12th Street  
Altoona, Pennsylvania 16601  
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