



## *REQUEST FOR PROPOSALS*

### **A. *NATURE OF REQUESTS FOR PROPOSALS***

The Cumberland County Redevelopment Authority (The Authority) is seeking proposals from housing and community development consultants for the preparation and submission of the Allocation Plan for Cumberland County's HOME ARP to the U.S. Department of Housing and Urban Development (HUD), as well as, program design and application development.

The Allocation Plan and all corresponding materials must meet the requirements outline in CPD Notice, Requirements for the Use of Funds in the HOME-American Rescue Plan Program and all future guidance from HUD.

### **B. *STATEMENT OF WORK***

#### **HOME ARP Allocation Plan and Program Materials**

The selected consulting firm (consultant) will be expected to coordinate with the Authority in all phases of the Allocation Plan process, including conducting the Citizen Participation Process, as well as, developing the Allocation Plan in compliance with all HOME ARP regulations, developing policies and procedures, developing the application, development the Allocation Plan schedule, reviewing applications for compliance with HOME ARP regulations and developing HOME ARP grant agreements. The Authority would act as the final recommender of all requests to the Cumberland County Board of Commissioners.

The Authority will be evaluating the proposal as three separate activities:

1. Allocation Plan
2. HOME ARP Policies and Procedures/Application Development
3. Application Compliance Reviews and Grant Agreement Development

Consultant will be expected to consult with all appropriate agencies and organizations to develop and collect information needed to complete the Allocation Plan and all other activities defined above.

All relevant HUD Census information, computer software, and databases will be made available to the consultant. Also copies of the County's existing federal program Consolidated Plans, Comprehensive Plans, Citizen Participation Plans, and other relevant documents will be provided. **In developing the Plan, the consultant will make maximum use of existing County, Municipal, Inter-Municipal, and Regional plans,**



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**studies, and reports, including (but not necessarily limited to) comprehensive plans, transportation plans, recreation plans, and development plans.**

The consultant will be required to complete the Allocation Plan in accordance with all applicable HUD regulations and guidelines.

### ***C. STATEMENT OF QUALIFICATIONS***

The consultant must indicate how their firm is qualified to provide the necessary services. The Authority will be looking for a consultant who has performed similar or the same functions for a County or County level agency.

### ***D. TIME FOR PERFORMANCE***

The consultant will commence work immediately upon execution of a contract. The Authority expects to award a contract on December 16, 2021 and sign the contract by December 20, 2021. A draft Allocation Plan must be submitted to the Authority for review by April 1, 2022. A final copy of the Allocation Plan must be submitted to the Authority by May 1, 2022. All additional timelines for policy design and application reviews are to be determined following the adoption of the Allocation Plan.

### ***E. SCHEDULE OF RATES***

The Consultant shall include with their proposal an itemized cost statement for the each aspect of the Scope of Work:

4. Allocation Plan
5. HOME ARP Policies and Procedures/Application Development
6. Application Compliance Reviews and Grant Agreement Development

This statement should list hourly rates for performance of work by any principal of the firm, professional associates, technicians, clerical personnel, and any other necessary staff members. The statement should also include itemized costs for supplies, travel expenses, services, and other staff expenses necessary for completion of the specified work. Additionally, the consultant should project the estimated hours of performance by individual staff positions required to complete the specified work.

The Authority will evaluate and award each aspect of the Scope of Work separately. The Authority has the right to award one or multiple areas of the proposal based on need and/or evaluation criteria.



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## ***F. METHOD OF PAYMENT***

One progress payment of 50% and one progress payment of 40% for the each itemized aspect of the proposal will be released. Contract price will be released to the consultant upon submission of itemized invoices and certifications from the consultant, and subsequent acceptance by the Borough that the work billed is completed.

Upon acceptance by HUD for the Allocation Plan, the additional 10% will be released. Upon acceptance by the Authority staff regarding policies, procedures, application development, reviews and agreement development, the additional 10% will be released.

Upon receipt of final payment all materials become to sole property of the Cumberland County Redevelopment Authority to use at their discretion.

## ***G. REQUIREMENTS OF PROPOSALS***

1. All proposals must be in writing and accompanied by a letter stating the firm's ability and willingness to perform the services described in the RFP, and must be signed by the person(s) authorized to enter into a contract.
2. The attached Statement of Information (Attachment A) must be completed and submitted with your proposal.
3. Three (3) copies of the Proposal must be postmarked or physically received no later than **4:00 PM, local time on Monday November 22, 2021**. Any proposals received after this time will not be considered.

Each Proposal must be submitted in a sealed envelope. The outside of the envelope must be marked: **SEALED PROPOSAL FOR CUMBERLAND COUNTY HOME ARP**. All proposals will be date-stamped by the Authority upon receipt, and will be held unopened in a secure place until the established due date. Since the proposals are submitted in confidence, they will not be opened publicly. After the closing date, all proposals received will be opened and evaluated in confidence.

**MAILING ADDRESS:** Redevelopment Authority of Cumberland County  
ATTN: Chris Rafferty  
114 North Hanover Street  
Carlisle, PA 17013



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4. All proposals must be responsive to the evaluation criteria outlined in section H of this RFP.
5. The Authority reserves the right to reject any or all proposals when determined to be in the best interest of the Authority.

## ***H. EVALUATION CRITERIA***

1. *Previous Experience:* The Consultant has prepared a HUD Plans for other Counties. The Consultant has experience with developing policies and procedures for Federal programs.
2. *Experience in Housing and Community Development:* The consultant has experience in the preparation of various HUD Community Planning and Development documents.
3. *Price:* Consultant's schedule of rates is reasonable in comparison to prevailing industry rates, and consultant's firm-fixed-price is competitive in comparison to other proposals submitted.
4. *Project Approach:* The proposal should describe the methods to be used and the number of staff hours needed to complete each activity as well as the projected timeline or average time to complete each activity.
5. *Professionalism of Consultant:* Consultant's proposal indicates the number of years that the firm has been operating and the type of work that the consultant has experience in performing. It provides a list of references to be contacted to gain outside opinions of consultant's performance on similar work. The proposal also indicates the qualifications and experience of the principal and all staff members who will be assigned to work under this contract. Career accomplishments and professional affiliations and designations of principal staff are also discussed.

## ***I. POINT OF CONTACT***

For further information, contact: Chris Rafferty, Community Development Director, (717) 249-0789 ext. 133; FAX (717) 249-4071; E-Mail: [crafferty@cchra.com](mailto:crafferty@cchra.com).



HOUSING & REDEVELOPMENT AUTHORITIES  
OF CUMBERLAND COUNTY

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*Attachment A*

**CUMBERLAND COUNTY REDEVELOPMENT AUTHORITY**

**HOME ARP**

**REQUEST FOR PROPOSALS**

*Statement of Information*

Company Name: \_\_\_\_\_

Home Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_

Dun & Bradstreet Number: \_\_\_\_\_

*This form is to be submitted with the proposal.*



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