



Lackawanna
County

Commissioners

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LACKAWANNA COUNTY, PENNSYLVANIA

REQUEST FOR PROPOSALS

FOR

PLANNING CONSULTING SERVICES FOR

THE COUNTY'S CDBG PROGRAM FOR

FFY 2015 – FFY 2020 PROGRAM YEARS

**PUBLIC NOTICE - ADVERTISEMENT
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
PLANNING CONSULTING SERVICES FOR
THE COUNTY'S CDBG PROGRAM FOR
LACKAWANNA COUNTY, PA**

Notice is hereby given that pursuant to a fair and open process, The County of Lackawanna is requesting written proposals from qualified planning consultants and consulting firms to provide professional services for technical assistance in connection with the preparation of its Community Development Block Grant (CDBG) Program for FFY 2015 – FFY 2020 and assistance in the administration of each of these program years.

Sealed proposals will be received on or before 10:00 A.M. prevailing time, Thursday, **February 6, 2020**, by the Lackawanna County Board of Commissioners, c/o Brian Jeffers, Chief of Staff, at its offices, The LCGC at The Globe, 123 Wyoming Avenue, Sixth Floor, Scranton, PA 18503. Proposals will not be accepted after the date and time.

Details of the proposal content are contained in a Request for Proposals Packet which can be obtained on the Lackawanna County web site at www.lackawannacounty.org.

The following factors will be used to evaluate the proposals and to award a contract:

1. Qualifications and experience in the Community Development Block Grant program.
2. Knowledge and experience of the conditions in LACKAWANNA COUNTY.
3. Identification of a firm as Small Business, Minority Owned, Women Owned, or a Section 3 Business.
4. Reasonableness of compensation requested for the preparation of the application and administration of the program.

Proposals may be held by LACKAWANNA COUNTY for a period not to exceed 30 days from the date the proposals are due. For further information and a copy of the RFP, please contact Peggy Piccotti, Contract Manager, Planning and Economic Department, at piccottim@lackawannacounty.org or (570) 963-6830 ext. 1356.

REQUEST FOR PROPOSALS

FOR CONSULTING SERVICES

LACKAWANNA COUNTY will receive proposals for professional consulting services, in accordance with 24 CFR Part 85 for the County's Community Development Block Grant (CDBG) Program for a one (1) year period beginning with Fiscal Year Program 2015 through Fiscal Year 2020.

LACKAWANNA COUNTY will be undertaking various activities and projects with State Small Cities funding under its Community Development Block Grant Program.

I. TYPES OF SERVICES REQUIRED:

The Consultant may be required to provide advice and assistance in meeting the technical requirements for the CDBG Program, including:

1. Cost principles applicable to grant and contracts with the Public Body, including determinations and allowable costs of program, composition of cost, cost allowable with approval of PA DCED and cost allocation plan.
2. Administrative requirements of the CDBG Program.
3. Assist the County in clarifying questions on eligible activities through research of PA DCED and HUD policy memos, preparation of written requests for PA DCED determination, and other assistance.
4. Assist the County in matters pertaining to the preparation of environmental reviews and publication of environmental notices for activities funded by local or major amendments.
5. Provide guidance and direction to the County on compliance with CDBG regulations and PA DCED memos periodically issued during the program year.
6. Provide guidance and assistance in budgetary changes as may be required during the period of the contract.
7. Provide advice and assistance on performance standards for program management in areas such as acquisition, relocation, equal opportunity, and citizen participation.

8. Provide guidance on the requirements of the various laws, regulations, circulars, handbooks, etc. pertaining to nondiscrimination, relocation and acquisition, and labor standards.
9. Provide guidance on the requirements of the Architectural Barriers Act, Fair Housing Act, Hatch Act, National Flood Insurance Program, Clean Air Act and Federal Water Pollution Control Act as they relate to implementing the Community Development Block Grant Program.
10. Provide guidance on the requirements of Equal Opportunity Fair Housing and Affirmative Action as they relate to implementing the Community Development Block Grant Program.
11. Preparation of the annual CDBG application with all applicable PA DCED forms.
12. Preparation of the Environmental Review Record in accordance with 24 CFR 58.
13. Assist in the preparation of the Annual Performance Report.
14. Preparation of additional applications to the Commonwealth of Pennsylvania and various Federal Programs.
15. Attend periodic meetings with the Planning and Economic Development Staff and other County Staff.
16. Other duties and responsibilities that may be assigned to the Consultant by the County.

II. COMPENSATION AND METHOD OF PAYMENT:

The Consultant should specify a lump sum cost for the preparation of the Environmental Review Record (ERR) and CDBG Application.

For technical assistance, the consultant should be willing to work on a lump sum cost based on a minimum number of hours provided each month.

For additional administrative and financial services, the consultant shall provide an hourly rate of compensation.

III. TIME OF PERFORMANCE:

The County will offer a contract for a one (1) year period (Fiscal Year Program 2015 through Fiscal Year 2020).

Future year commitments of a Contract are subject to Lackawanna County Board of Commissioners approval and DCED approval of future CDBG funding for LACKAWANNA COUNTY and no cost shall be considered incurred or encumbered for such services until DCED issues an approval letter for the year's funding and authorizes the incurring of costs.

IV. SELECTION:

The County will review all proposals and make a selection based on the following criteria and proposals will be rated and ranked according to the following points:

Criteria:

- | | | |
|----|--|-----------|
| a. | Technical qualifications of firm/individuals | 50 points |
| b. | Knowledge and experience in the CDBG Program | 20 points |
| c. | Small business firm | 5 points |
| d. | Minority owned | 5 points |
| e. | Women owned | 5 points |
| f. | Section 3 firm | 5 points |
| g. | Reasonableness of compensation | 10 points |

TOTAL = 100 points

It should be noted that the award of the Contract will be made to the firm or individual submitting a proposal that is most advantageous to the County. The County will review the proposals and make an award. Proposals may be held by the County for a period not to exceed thirty (30) days from the date of opening of the proposals for the purpose of reviewing said proposals and investigating the qualifications of the successful provider, prior to awarding the Contract. Unsuccessful bidders will be notified immediately.

The Request for Proposals does not commit the County to award a Contract, to pay any costs incurred in the preparation of a Proposal pursuant to this Request, or to procure or contract for services. The County reserves the rights to accept or reject any or all Proposals, to negotiate with all qualified sources, or to cancel in whole or in part, this Request for Proposals, if it is in the best interest of the County to do so.

V. INFORMATION AND DATA REQUIRED:

All offerors are required to submit an original and two (2) copies of their Proposal to the Sealed proposals will be received on or before 10:00 A.M. prevailing time, Thursday, February 6, 2020. The Proposal must be enclosed in a sealed envelope which is marked on the outside: “**PROPOSAL FOR PLANNING CONSULTING SERVICES**”, and addressed to the Lackawanna County Board of Commissioners, c/o Brian Jeffers, Chief of Staff, at its offices, The LCGC at The Globe, 123 Wyoming Avenue, Sixth Floor, Scranton, PA 18503. Proposals will not be accepted after the date and time.

The following items must be included in the Proposal:

- a. The Offeror’s understanding of the Scope of Services and suggested detailed Scope of Services.
- b. Method of Compensation. A statement of the firm’s fee structure must be included in the Proposals, both a lump sum fee and hourly rates must be included for each year.
- c. Offeror’s qualifications, experience, time commitments, and professional staff to be assigned to the program. Identify key staff to be assigned and submit resumes.
- d. Offeror’s familiarity with the CDBG Program and similar programs administered by other agencies.
- e. Does the Offeror qualify as a small, minority and/or woman owned business, or is the firm considered a Section 3 business firm.
- f. Insurance - Each OFFERER shall submit Certificates of Insurance for:
 1. General and Professional Liability Insurance (Minimum \$1,000,000.00)
 2. Workman’s Compensation Insurance

VI. GENERAL INFORMATION:

The Consultant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and all applicable Federal and State Civil Rights statutes.

The County welcomes proposals from small, minority, and/or female owned firms and individual minority and female professionals. Attention is called to the fact that employees and applicants for employment are not discriminated against because of race, color, age, religion, sex, disability, familial status or national origin.

For further information or any questions, please contact Peggy Piccotti, Contract Manager, Department of Planning and Economic Development, at piccotti@lackawannacounty.org or (570) 963-6830 ext. 1356.