

**LEGAL NOTICE  
CITY OF SCRANTON, PENNSYLVANIA**

**REQUEST FOR PROPOSALS TO PROVIDE  
PLANNING CONSULTING SERVICES FOR THE  
PREPARATION OF A FIVE YEAR CONSOLIDATED PLAN,  
ANNUAL ACTION PLAN, AND ANALYSIS OF IMPEDIMENTS  
TO FAIR HOUSING CHOICE**

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The City of Scranton, Pennsylvania, hereinafter referred to as the “City,” currently is administering a HUD Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME), and HEARTH - Emergency Solutions Grant Program (HESG). 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 preparation of the City’s Five Year Consolidated Plan, Annual Action Plan, and Analysis of Impediments to Fair Housing Choice.

The specific services requested by the City of Scranton, are detailed in the Request for Proposals (RFP 2019 CDBG/HOME/HESG). A copy of this document may be obtained from the City of Scranton’s Office of Economic and Community Development, Scranton Municipal Building, 340 N. Washington Avenue, Scranton, Pa 18503, Telephone (570)-348-4216 Fax (570) 348-4123 during normal business hours. It is also available electronically by e-mailing Deputy Director Tom Preambo at: [tpreambo@scrantonpa.gov](mailto:tpreambo@scrantonpa.gov)

**The deadline for submission of proposals is 11:00 A.M., prevailing time, on Wednesday, April 24, 2019, in the office of City Controller, Scranton Municipal Building, 2<sup>nd</sup> Floor, 340 N. Washington Avenue, Scranton Pa. 18503.**

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 Scranton 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 Scranton is an equal opportunity agency.

Mary-Pat Ward, Executive Director  
Tom Preambo, Deputy Director  
Office of Economic and Community Development  
City of Scranton

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**A. TYPES OF SERVICES REQUIRED:**

The City seeks the services of a professional planning consulting firm (“Consultant”) to provide the following scope of services:

1. Provide technical advice and assistance in the preparation and submission to HUD of the Five Year Consolidated Action Plan for FY 2020-2024. Including all associated informational services necessary in order to complete 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 the most current software applications (i.e., “E-Con Planning Suite).
2. Assist in the preparation of the FY 2020 Annual Action Plan.
3. Assist in the preparation of an Analysis of Impediments (A.I.) to Fair Housing Choice.

The City of Scranton 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 Office of Economic and Community Development and its Management Team.

The City intends to select an offeror which it deems best qualified in its judgment to provide all of the services requested. 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.

## **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 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 Scranton, the needs of the City, 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.

**3. Participation by Small Business Firm, Minority Owned Enterprise, Section 3 (Scranton 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 Scranton. (2.5 points)
  - (4) **Women Owned Enterprise (WBE)** – the principal owner(s) is a female. (2.5 points)

**4. Compensation – (Maximum 30 points)**

- a. Provide a lump sum, not to exceed amount, for each task to be assigned.

## **C. FACTORS FOR AWARD:**

The City of Scranton 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. (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 Scranton, the needs of the City, 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.

**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 (Scranton based) firm | (2.5 points) |
| (4) Women owned enterprise          | (2.5 points) |

**4. Compensation – (Maximum 30 points)**

a. Provide a lump sum, not to exceed amount, for each task to be assigned.

## **CITY CONTACT INFORMATION:**

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

Tom Preambo, Deputy Director, OECD

e-mail: [tpreambo@scrantonpa.gov](mailto:tpreambo@scrantonpa.gov)

Phone: 570-348-4216 ext. 4254

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 11:00 A.M. prevailing time, Wednesday, April 24 , 2019 to:

Office of City Controller  
Scranton Municipal Building  
340 N. Washington Avenue,  
2<sup>nd</sup>, Floor  
Scranton Pa 18503