

CITY OF MARTINSBURG, WEST VIRGINIA

**REQUEST FOR PROPOSALS TO PROVIDE
PLANNING CONSULTING SERVICES FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,
HOME PROGRAM AND OTHER
COMMUNITY DEVELOPMENT PROGRAMS**

DUE TIME: 4:00 P.M. prevailing time

DUE DATE: Tuesday, March 19, 2013

CITY CONTACT: Patricia E. McMillan
Community Development Director
City of Martinsburg
(304) 264-2131 ext. 278 (telephone)
(304) 264-2136 (fax)
pmcmillan@cityofmartinsburg.org
www.cityofmartinsburg.org

Submit to: City of Martinsburg
ATTN: Mark S. Baldwin
City Manager
City Hall
232 North Queen Street
Martinsburg, WV 25401
(304) 264-2131, ext. 277

**PUBLIC NOTICE
CITY OF MARTINSBURG, WEST VIRGINIA**

**REQUEST FOR PROPOSALS TO PROVIDE
PLANNING CONSULTING SERVICES FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,
HOME PROGRAM AND OTHER
COMMUNITY DEVELOPMENT PROGRAMS**

The City of Martinsburg, West Virginia, hereinafter referred to as the "City," currently is administering the HUD Entitlement 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 planning consulting firms for the provision of professional services in the design, planning and implementation of the City's FY 2013, 2014, 2015, and 2016 CDBG and HOME Program and other community development programs.

The specific services requested by the City of Martinsburg, are detailed in the Request for Proposal (RFP 2013 CDBG/HOME). A copy of this document may be obtained from the City of Martinsburg's Community Development Department, 232 North Queen Street, P.O. Box 828, Martinsburg, WV 25402, Telephone (304) 264-2131, Ext.278, Fax (304) 264-3136 during normal business hours. It is also available electronically.

The deadline for submission of proposals is 4:00 P.M., prevailing time, on Tuesday, March 19, 2013 in the offices of the City Manager, City of Martinsburg, 232 North Queen Street, Martinsburg, WV 25401.

The objective of the competitive process is to objectively select the firm which will provide the highest quality of work at a reasonable fee. The City of Martinsburg 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 scope and fee negotiations 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, religious creed, color, sex, age, handicap, ancestry or national origin in the contract award. Minority business enterprises are encouraged to respond. The City of Martinsburg is an equal opportunity agency.

**Mark S. Baldwin,
City Manager**

**REQUEST FOR PROPOSALS TO PROVIDE
PLANNING CONSULTING SERVICES FOR THE
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HOME PROGRAM AND OTHER
COMMUNITY DEVELOPMENT PROGRAMS**

The City of Martinsburg, West Virginia, hereinafter referred to as the "City", is currently administering a HUD Entitlement, Community Development Block Grant (CDBG) and HOME Investment Partnership Programs. In accordance with the "Common Rule" (24 CFR 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 2013, 2014, 2015 and 2016 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 for FY 2013 through FY 2016.

1. Technical advice, assistance, 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 2014, FY 2015 and FY 2016. 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 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. Technical advice, assistance, preparation and submission to HUD of annual performance reports as a part of the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2013, 2014 and 2015. 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 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. Technical advice, assistance, preparation and submission to HUD of the Consolidated Action Plan for FY 2014-2018. All associated services necessary in order to complete the Consolidated Plan submission shall be provided, 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. Technical advice, assistance, 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. All associated services necessary in order to complete the ERR and/or amendments shall be provided, including but not limited to preparation of public notices for publication, distribution of notices to appropriate State and federal offices, and provision of one original final document which will meet all statutory and regulatory requirements.
5. Technical advice and assistance in preparing all required Fair Housing Choice reports and studies and program updates.
6. 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.
9. 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 modifications and amendments to previously approved CDBG and HOME Programs.
11. Technical advice and assistance in the preparation of any Section 108 Loan Guarantee applications.

12. Provide advice on other sources of funding for housing, community development and economic development programs, including the preparation of applications for alternate sources of funds.
13. Assist, if requested, to prepare applications and/or perform studies in accordance with Federal and state programs and guidelines for which the City of Martinsburg may be eligible to apply for funding.

The City of Martinsburg 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 will expect the consultant to have the capacity to exercise independent judgment and to perform those actions 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 Community Development Director.

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. It is anticipated that the offeror will be expected to provide an average of two (2) person-days per month in connection with the above listed tasks. The City is not obligated to guarantee the number of work days in any given period of time.

The City will negotiate with such 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 governments/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 has the knowledge and ability to perform the work requested. Indicate any experience that the key professional staff has obtained from work on similar projects or in undertaking similar work responsibilities. (20 points)
- c. Familiarity with the City of Martinsburg, the City's current CDBG and HOME programs, the needs of the City of Martinsburg 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 (Martinsburg 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 Martinsburg (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 cost, and an estimate of compensation per work element, including a not to exceed estimate of compensation.

C. FACTORS FOR AWARD:

The City of Martinsburg 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 has the knowledge and ability to perform the work requested. Indicate any experience that the key professional staff has obtained from work on similar projects or in undertaking similar work responsibilities. (20 points)
- c. Familiarity with the City of Martinsburg, the City's current CDBG and HOME programs, the needs of the City of Martinsburg 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 (Martinsburg 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, and
- b. **An estimate of compensation per work element**, including a not to exceed estimate of compensation.

CITY CONTACT INFORMATION:

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

Patricia E. McMillan, Community Development Director
City of Martinsburg
232 North Queen Street
P. O. Box 828
Martinsburg, WV 25402
(304) 264-2131 ext 278 (telephone)
(304) 264-2136 (fax)
E-mail: pmcmillan@cityofmartinsburg.org

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 4:00 P.M. prevailing time, Tuesday, March 19, 2013 to:

City of Martinsburg
ATTN: Mark S. Baldwin, City Manager
City Hall
232 North Queen Street
Martinsburg, WV 25401
(304) 264-2131, ext. 277