

# **REQUEST FOR PROPOSALS**

**UPPER DARBY TOWNSHIP, PENNSYLVANIA**

**Engineer and Project Management Consulting Services**

*for the*

**Upper Darby Township  
Community Development Block Grant Program  
For the period through December 31, 2028  
(CDBG, CDBG-CV, ESG & HOME)**

Scott Alberts, Program Manager  
Community & Economic Development  
Upper Darby Township  
100 Garrett Road  
Upper Darby, PA 19082  
610-734-7716  
[comdev@upperdarby.org](mailto:comdev@upperdarby.org)

## **Introduction**

Upper Darby Township (UDT) is seeking proposals from qualified organizations or individuals to render technical advice, engineering services, and construction management for public facilities and improvement projects funded under Program Years 51, 52, and 53 of the Community Development Block Grant (CDBG) allocated to the Township by the United States Department of Housing and Urban Development (HUD). UDT is an entitlement community, receiving a direct allocation of approximately \$1.6 million dollars annually.

The specific assistance that UDT desires is set forth in the following Statement of Work. The Engineer must become familiar with the Township's Building, Plumbing, Electrical and Mechanical Codes, Zoning and Health & Safety Codes, including identification of hazardous materials. The selected organization or individual will be responsible for the design, bidding, and construction supervision for projects funded by Upper Darby Township's CDBG Action Plan for Program Years 51, 52, and 53.

CDBG programs are designed to benefit low- and moderate-income individuals, prevent or eliminate slums and blight, and address urgent community needs. Upper Darby Township is committed to improving the quality of life for all residents, including low- and moderate-income households; children, the elderly, and people with disabilities, and to improving public infrastructure, supporting public services, and promoting safe, healthy, and affordable housing.

The Township's Program Year 50 Action Plan, and last year's CAPER are available for review at <https://www.upperdarby.org/CommunityDevelopmentBlockGrant>

## ***About the Township***

It is the mission of Upper Darby Community & Economic Development to guide sustainable business district and neighborhood development that results in a higher standard of living, enjoyment, and quality of life in Upper Darby Township.

Upper Darby Township is 7.8 square miles, with a population of 84,837 (ACS 2022 1-yr) making it the 6th largest municipality in Pennsylvania. Upper Darby Township is unique relative to other Delaware County municipalities by virtue of its size and demography - its population density is much closer to Philadelphia than surrounding Delaware County municipalities. Upper Darby is more racially and culturally diverse than its neighbors, including Philadelphia, as more than a quarter of Upper Darby residents speak a language other than English at home.

**TIMELINE**

**Monday, March 17, 2025**

**RFP Released**

**Monday, March 31, 2025**

All questions regarding this RFP must be submitted via email to Scott Alberts, CED Program Manager, at [cdbgbidding@upperdarby.org](mailto:cdbgbidding@upperdarby.org)

**Friday, April 4, 2025**

All questions and answers will be provided back to all prospective bidders via email

**Friday, April 18, 2025**

**Proposals Due by 3:00pm**

Five (5) hard copies must be delivered to Upper Darby Township Community & Economic Development, 100 Garrett Road, Upper Darby, PA 19082. A digital submission is also required to be sent, via email, to [cdbgbidding@upperdarby.org](mailto:cdbgbidding@upperdarby.org)

**Friday, April 25, 2025**

Finalists will be notified and a presentation date will be scheduled for the week of May 5, 2025

**Week of May 12, 2025**

**Project Awarded**

*Upper Darby Township reserves the right to not award and/or to revise this timeline*

## **SCOPE OF WORK**

### **Overview**

This scope of work is intended to provide a comprehensive framework for effectively delivering engineering and project management services for the UDT CDBG program, ensuring compliance, transparency, and high professional standards. The selected contractor will be responsible for providing expert technical advice and guidance and assisting UDT in the effective administration and implementation of CDBG-funded construction projects in accordance with HUD regulations.

The Engineer shall attend a monthly project review and update meeting with UDT staff, in addition to regular phone and email discussions on individual items as needed. As requested by UDT, the Engineer is expected to attend meetings and public hearings, make presentations, and participate in Q&A sessions.

### **Project Design**

- The Engineer shall submit individual Project Proposals, upon request, based on an hourly rate and number of hours estimated to complete the specifications and scope of work. This is expected to be inclusive of the time spent to prepare and obtain bids, conduct inspections, monitor labor compliance, prepare contractor contracts, coordinate work with the successful contractor, review invoices and approve payments. Each proposal must also include an anticipated budget for the construction work itself, including all costs necessary for the completion of the project. A project design schedule must be included as part of this proposal indicating key milestones and dates of completion.
- A separate contract, based on an approved Project Proposal, will be executed for each Project undertaken by the Engineer.
- Prepare all necessary design plans, drawings and specifications to be used for the construction of the improvements. Drawings shall conform with standard professional practice and consist of all architectural and engineering drawings, including profiles and sections, plot and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.
- Investigate any existing systems affected by the proposed project, identify options, and advise UDT on the most appropriate method of modifying the systems as part of the design of this

project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget.

### **Procurement & Bidding Processes**

- Assist in the preparation of Public Notices for submission to the local newspaper, website, and other appropriate outlets following prescribed HUD procedures for such notices, appropriate to the situation.
- Bid Opening. The Engineer will prepare a bid tabulation form, present the results to UDT staff, and provide a draft of a Notice of Intent to Award (NOIA) letter.
- Responsible Contractor Determination. The Engineer will provide a draft of a Notice of Award (NOA) letter.
- The Engineer shall prepare all construction contract documents, including but not limited to bid schedule, bond forms (bid, performance, payment), construction specifications, notices and agreements and compliance forms.
- Post the bid package, including publication on websites such as PennBid or similar venue; coordinate the bidding process; evaluate bids for responsibility and confirm that requirements have been fulfilled; validate references; provide technical information as needed to potential bidders; confirm that bidders are able to meet CDBG requirements; and, recommendation of award.
- Manage the construction contract award process, including execution of the agreements.

### **Construction Management**

- Attend preconstruction meetings with contractor, UDT personnel, and any other stakeholders as designated by UDT. The Engineer will coordinate and prepare the agenda for these meetings and provide minutes of the meeting to all participants within one (1) week of the meeting date.
- Manage the construction process, including issuance of the Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion documents.
- Regularly visit the construction site, as appropriate for the project or at the request of UDT, to observe progress and quality of work; determine if work is proceeding in accordance with contract documents; keep UDT informed of progress or delays; to guard against defects and

deficiencies; and, to disapprove of work not in conformance with contract documents. The Engineer shall serve as UDT's representative at the project site, issuing instructions to the contractors and preparing any change orders for approval by UDT.

- Check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements.
- The Engineer will correct all drawings to show construction and installation as actually accomplished and will furnish one set of full size "As Built" prints and one electronic copy to UDT.

### **Monitoring & Compliance**

- Review invoices and supporting materials submitted by contractors to ensure compliance with program requirements, and recommend for approval, in writing, payment to the contractors.
- Labor Standards Enforcement: Ensure compliance with federal labor standards, including Davis-Bacon wage determinations and Section 3 requirements.
- Participate as requested during the conduct of HUD monitoring or audit of the UDT CDBG Program to provide technical advice and/or comments on findings or concerns that may arise during the course of the monitoring or audit.
- Where participating state and/or federal agencies require reports relating to construction, the Engineer shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

## QUALIFICATIONS

### **Proposers must demonstrate:**

- Proven experience managing HUD-funded construction projects, including CDBG & HOME.
- Excellent knowledge of HUD regulations and requirements.
- Capacity to manage financial reporting and compliance documentation.
- Knowledge and experience using the HUD Integrated Disbursement Information System (IDIS)
- Strong project management skills.

## PROPOSAL REQUIREMENTS

### **Proposals must include:**

- **Executive Summary:** Overview of the organization, experience, and qualifications as they relate to the CDBG program.
- **Technical Proposal:** Description of the approach to meeting the scope of work.
- **Staffing Plan:** Resumes of key personnel and their relevant experience, particularly in regard to CDBG-funded work. Availability of key personnel expressed in hours per week.
- **Pricing Proposal:** This is an hourly-rate contract, to be billed at a fixed hourly rate, per staff member, in 15-minute increments. A monthly invoice shall be submitted for each individual project and include an itemized accounting of the activities performed. A table of hourly rates shall be provided for all services.
- **References:** Contact information for at least three (3) relevant references.
- **Licenses:** Copies of all relevant Pennsylvania professional licenses.

**EVALUATION CRITERIA**

**Proposals will be evaluated based on the following criteria:**

- Demonstrated qualifications of the Consultant. (20%)
- Demonstrated understanding of the Statement of Work, objectives to be accomplished and final products to be delivered. (20%)
- Demonstrated experience and availability of the project team, including employees, consultants and subcontractors. (20%)
- Proposed financials and cost-effectiveness (20%)
- References and past performance (10%)
- Participation by small, minority-owned, women-owned, Labor Surplus Area firms, Section 3 business. (10%)

**EVALUATION OF PRICE**

The proposed financials will be an important factor in selection but will not outweigh in importance the technical criteria.

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