

# **REQUEST FOR PROPOSALS**

## **UPPER DARBY TOWNSHIP, PENNSYLVANIA**

### **General Technical Consulting Services**

*for the*

### **Upper Darby Township Community Development Block Grant Program (CDBG, CDBG-CV, ESG & HOME)**

**For the period through December 31, 2027**

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

## **Introduction**

Upper Darby Township (UDT) is seeking proposals from qualified organizations or individuals to manage programs, projects, and activities funded under the Community Development Block Grant (CDBG) allocated to the township by the United States Department of Housing and Urban Development (HUD). Upper Darby Township is an entitlement community, receiving a direct allocation of approximately \$1.6 million dollars annually.

CDBG programs are designed to benefit low- and moderate-income individuals, prevent or eliminate slums and blight, and address urgent community needs. Upper Darby is committed to improving the quality of life for all of its 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 for (2024-2025), 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**

**Wednesday, January 09, 2025**

**RFP Released**

**Friday, January 24, 2025**

All questions regarding this RFP must be submitted via email to Scott Alberts at comdev@upperdarby.org

**Friday, January 31, 2025**

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

**Monday, February 14, 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

**Monday, March 03, 2025**

Finalists will be notified and a presentation date will be scheduled for the week of March 10, 2025

**Week of March 17, 2025**

**Project Awarded**

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## **SCOPE OF WORK**

This scope of work is intended to provide a comprehensive framework for effectively delivering the CDBG program, ensuring compliance, transparency, and measurable impact in the community. The selected contractor will be responsible for providing expert technical advice and guidance, and assisting UDT in the effective administration and implementation of the Community Development Block Grant (CDBG) program in accordance with HUD regulations, focusing on the following key areas:

### **Program Administration**

- **Regulatory Compliance:** Ensure all activities comply with federal, state, and local laws, and HUD regulations, including 24 CFR Part 570.
- Consultant must have demonstrated experience using the Integrated Disbursement Information System (IDIS)
- **Policy Development:** Assist in the development of policies and procedures to guide program implementation, including application processes, eligibility determination, and reporting requirements.
- Assist in the preparation of Public Notices for submission to the local newspaper and other appropriate outlets following prescribed HUD procedures for such notice, appropriate to the situation.
- Assist in the preparation of Subrecipient Agreements
- **Record-Keeping:** Maintain accurate and organized records of all program activities, including project files, financial transactions, contracts, and communications.
- **Coordination with HUD:** As requested by UDT, consultant will communicate with HUD personnel, responding to inquiries, submitting required documentation, and addressing compliance concerns. Consultant will promptly update UDT on all such discussions.
- **Budgeting and Planning:** Assist with the development of the CDBG program budget, ensuring all expenditures align with HUD-approved activities.
- **Grant Disbursement:** Review disbursements of CDBG funds to sub-recipients, contractors, or other entities, ensuring proper documentation and compliance.

- Monitor expenditures and project balances to ensure adherence to budgetary constraints and prevent unallowable costs and submit a monthly report to UDT. Immediately inform UDT of any issues or concerns.
- As requested by UDT, perform IDIS drawdowns prepared by UDT staff.
- Prepare and submit quarterly and annual reports as required by HUD and as requested by UDT.
- As requested by UDT, attend meetings and public hearings, make presentations, conduct trainings, participate in Q&A sessions, and prepare written, presentation and training materials.
- Provide assistance and advice on routine and non-routine activities that may require research into the applicability of Federal, State or Local requirements.
- Prepare documents, reports, funding agreements, and related documents for the proper implementation of activities.
- Schedule and attend monthly meeting with UDT.

### **Plans, Evaluation, and Reports**

- Annual Action Plan: Assist in the preparation and submission of the Annual Action Plan, outlining program objectives, priorities, and proposed activities.
- Conduct research and develop further detail on specific projects in order to determine the eligibility and fundability of the project and the relative merits of the project.
- Assist in review of proposals and feedback for program projects, activities, and funding and prepare recommendations for UDT.
- Consolidated Annual Performance and Evaluation Report (CAPER): Assist in the preparation and submission of the annual CAPER, detailing program accomplishments, expenditures, and community impacts.
- Five Year Consolidated Plan: Assist in the preparation and submission of the Five Year Consolidated Plan, outlining program objectives, priorities, and proposed activities.

- Citizen Participation Plan: Assist in the preparation and submission of the Citizen Participation Plan, outlining program objectives, priorities, and proposed activities.
- Provide technical advice and assistance regarding amendments to the Five Year Consolidated Plan, the annual Action Plan, and/or the Citizen Participation Plan as may be needed. Circumstances may include requests not to carry out an activity as described; to carry out an activity not previously described; or, to substantially change the purpose, scope, location or beneficiaries of an activity.
- Performance Metrics: Develop and track key performance indicators (KPIs) to measure the effectiveness of the program.

### **Monitoring, Compliance, and Audit**

- Audit Preparation: Prepare for financial and programmatic audits, addressing any findings or deficiencies identified.
- Assist in the monitoring of the Township's Subrecipients utilizing the HUD Community Planning and Development Monitoring Handbook, Guide for Review of Subrecipient, (Handbook 6509.2 REV-4).
- Review invoices and supporting materials submitted by subrecipients and contractors to ensure compliance with program requirements, including on-site subrecipient monitoring visits and desk audits as requested by UDT.
- Assist in the preparation of reports that detail the results of the monitoring of subrecipients, including any deficiencies that found and recommendations to correct deficiency.
- As requested by UDT, provide technical assistance to subrecipients in carrying out their projects within CDBG Guidelines.
- Labor Standards Enforcement: Ensure compliance with federal labor standards, including Davis-Bacon wage determinations and Section 3 requirements.
- Fair Housing and Equal Opportunity: Assist the Township with Compliance to Fair Housing projects and priorities. Implement and enforce non-discrimination policies in line with the Fair Housing Act and other applicable regulations.

- Participate as requested during the conduct of HUD monitoring or audit of the UDT CDBG Program to provide technical advice or comments on findings or concerns that may arise during the course of the monitoring or audit.
- Attend meetings as needed to discuss monitoring or audit findings with HUD officials.
- Provide advice and prepare written materials as needed to resolve findings and concerns.

### **Environmental Reviews**

- Conduct environmental assessments and reviews as required under the National Environmental Policy Act (NEPA).
- Prepare any advertisements that may be required in order to carry out the environmental review process.
- Prepare for signature any required Request for Release of Funds and Certification forms (HUD 7015.15).
- Prepare environmental assessments or other environmental review records.

### **Training and Capacity Building Activities**

- Provide training and technical assistance to UDT staff, subrecipients, and community partners, on HUD requirements and program implementation best practices.
- Promptly inform UDT of any new regulations or requirements that may affect the operation of the CDBG Program. Consultant is expected to engage in continuing education activities necessary to remain current in their knowledge of all relevant Federal regulations governing the program.
- Advise UDT of new programs of the State or Federal Government that may assist in the furtherance of CDBG goals and objectives.
- As requested by UDT, research and plan for the use of related programs by UDT and/or CDBG subrecipients.

## QUALIFICATIONS

### **Proposers must demonstrate:**

- Proven experience managing HUD entitlement grants, including CDBG, CDBG-CV, ESG & HOME.
- 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, mission, and relevant experience.
- **Technical Proposal:** Description of the approach to meeting the scope of work.
- **Staffing Plan:** Resumes of key personnel and their relevant experience.
- **Pricing Proposal:** Detailed budget with justification for costs and estimated average monthly fee for completion of the Scope of Work. 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 and include an itemized accounting of the activities performed.
- **References:** Contact information for at least three (3) relevant references.



## EVALUATION CRITERIA

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

- Demonstrated expertise in CDBG program management, including but not limited to, the planning and implementation of the HUD Community Development Block Grant Program (CDBG), including the Home Improvement Code Compliance Program (HICCP) and the First Time Home Buyers (FTHB) program; the Community Development Block Grant CARES Act (CDBG-CV), the Emergency Solutions Grants Program (ESG), the HOME Investment Partnerships Program (HOME), and the Integrated Disbursement Information Systems (IDIS) **(25%)**
- Demonstrated understanding of the Statement of Work, objectives to be accomplished and final products to be delivered. **(25%)**
- 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%)**

## 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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