

**THE BOROUGH OF WAYNESBORO,  
FRANKLIN COUNTY, PENNSYLVANIA**



**REQUEST FOR PROPOSALS  
PLANNING CONSULTING SERVICES FOR  
THE BOROUGH'S CDBG PROGRAM FOR  
FY 2024 THROUGH FY 2028 PROGRAM YEARS**

**PUBLIC NOTICE - ADVERTISEMENT  
REQUEST FOR CONSULTANT SERVICES  
BOROUGH OF WAYNESBORO, PA**

The Borough of Waynesboro, Franklin County, Pennsylvania is requesting written proposals from 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 FY 2024 through FY 2028 and assistance in the administration of each of these program years. The cost for these services will be paid 100% with CDBG Funds.

Proposals will be received on or before 3:00 P.M. prevailing time, Monday, August 5, 2024, at the office of the Borough Manager, Waynesboro Municipal Building, 55 East Main Street, Waynesboro, PA 17268.

Detailed information as to the specific services requested and the content of the written proposal are set forth in the Request for Proposals, RFP No. 2024-1 obtained from the Community Development Office at the above address.

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 of the conditions and previous experience in working in the Borough of Waynesboro.
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 the Borough of Waynesboro for a period not to exceed 30 days from the date the proposals are due. For further information please contact Ms. Melinda Knott, Office Manager, at (717) 762-2101 Ext. 225.

Jason B. Stains  
Borough Manager

THE BOROUGH OF WAYNESBORO IS AN EQUAL OPPORTUNITY EMPLOYER

# **REQUEST FOR PROPOSALS**

## **FOR CONSULTING SERVICES**

The Borough of Waynesboro, Franklin County, Pennsylvania will receive proposals for professional consulting services, in accordance with 24 CFR Part 85 and 2 CFR Part 200 for Borough's Community Development Block Grant (CDBG) Program for a five (5) year period beginning with Fiscal Year 2024 through Fiscal Year 2028.

The Borough of Waynesboro will be undertaking various activities and projects with Pennsylvania 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. Address the administrative and management requirements of the CDBG Program.
3. Assist the Borough in clarifying questions on eligible activities through research of PA DCED and HUD policy memos, preparation of written requests for PA DCED determinations, and other assistance.
4. Assist the Borough 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 Borough on compliance with CDBG regulations and PA DCED memos periodically issued during the program year.
6. Provide guidance and preparation of budgetary revisions, and program modifications to Program Years 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, Lead Based Paint Regulations, 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 in accordance with DCED's Program Guidelines.
12. Preparation of the Environmental Review Record in accordance with 24 CFR 58.
13. Assist in the preparation of the annual, semi-annual, and quarterly reports on performance and financing.
14. Preparation of additional applications to the Commonwealth of Pennsylvania and Federal Government for various programs that the Borough may be eligible to receive a grant.
15. Other duties and responsibilities that may be assigned to the Consultant by the Borough.

## **II. COMPENSATION AND METHOD OF PAYMENT:**

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

For administrative, financial, and technical assistance, the consultant shall provide its hourly rate of compensation for each employee and reimbursable expenses.

The fee structure must be broken down into yearly increments for each of the five (5) years.

**III. TIME OF PERFORMANCE:**

The Borough will offer a contract for the five (5) year period (Fiscal Years 2024 through 2028).

The succeeding year commitment of a Contract is subject to DCED approval of future CDBG funding for the Borough of Waynesboro 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 Borough will review all proposals and make a selection based on the following criteria, and they 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

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**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 Borough. The Borough will review the proposals and make an award at its Borough Council Meeting. Proposals may be held by the Borough 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 Borough 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 Borough 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 Borough 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 attention of the Borough Manager, on or before 3:00 P.M. Monday, August 5, 2024, prevailing time. The Proposal must be enclosed in an envelope which is marked on the outside: **“PROPOSAL FOR PLANNING CONSULTING SERVICES”**, and addressed to Mr. Jason B. Stains, Borough Manager, Waynesboro Municipal Building, 55 East Main Street, Waynesboro, PA 17268. Proposals that are submitted after the day and time when they are due, will not be opened and returned to the sender.

The following items must be included in the Proposal:

- a. The Offeror's understanding of the Scope of Services requested 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 and familiarity with the Borough of Waynesboro. Identify key staff to be assigned and submit their resumes.
- d. Offeror's familiarity with the State and Federal CDBG Programs and similar programs, and three (3) references from other municipal clients.
- e. Does the Offeror qualify as a small, minority and/or woman owned business, or is the firm considered a Section 3 business firm?

## **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 Borough 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 will not be discriminated against because of race, color, age, religion, sex, disability, familial status or national origin.

For further information or any questions, please contact Ms. Melinda Knott, Office Manager, Waynesboro Municipal Building, 55 East Main Street, Waynesboro, PA 17268. Telephone Number: (717) 762-2101 Ext. 225.