

Municipality of Norristown



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OWNER OCCUPIED HOUSING REHABILITATION PROGRAM CONSULTANT REQUEST FOR PROPOSALS

The Municipality of Norristown's Department of Planning and Municipal Development is seeking proposals from professional services consultants to implement its Community Development Block Grant (CDBG) Owner-Occupied Housing Rehabilitation Program. The Program will assist approximately six (6) homeowners with rehabilitation of their properties.

1. BACKGROUND

Approximately half of the Municipality of Norristown's housing was built before 1939 and in many communities deferred maintenance and lack of income has contributed to blighted neighborhoods and housing instability. To reduce the impact and halt further deterioration, the Municipality uses a multi-pronged approach under a variety of programs: (1) Code Enforcement, (2) Owner-Occupied Housing Rehabilitation, (3) First-Time Homebuyer, (4) Acquisition Rehabilitation, (5) Blighted Property Review Committee. Together these programs and the Municipality's partnerships with for-profit developers improve and enhance the quality of life of low-income neighborhoods within Norristown.

The Municipality of Norristown has received an allocation of \$250,000 Community Development Block Grant (CDBG) for the implementation of an Owner-Occupied Housing Rehabilitation Program. The Community Development Block Grant Owner-Occupied Rehabilitation Program will assist homeowners with making needed repairs to their homes. This income-eligible program provides deferred loans to correct structural and system defects and bring properties up to code. The Municipality seeks a qualified consultant to administer the program under direct oversight of the Norristown Planning and Municipal Development Department.

2. SCOPE OF SERVICES

The scope of work for the program includes the following tasks:

Verify Eligibility	The Planning Department will accept applications, verify property ownership and tax status. The Consultant will verify income status and determine final eligibility in accordance with CDBG regulations.
Specifications	The Consultant will be responsible for inspecting eligible properties to determine local and federal code violations. The Consultant will write bidding specifications for each property to be rehabilitated. A performance manual will be provided to the Consultant who may alter the manual with the approval of the Municipality. The Consultant is to incorporate Lead-Based Paint Hazard reduction work as part of the bidding specifications.
Cost Estimate	The Consultant will provide a detailed cost estimate for each unit to be rehabilitated. The cost estimate must include a separate cost per unit for Risk Assessment and Clearance.
Historic Review	The Consultant will complete a historic review (using the SHPO format) for each property more than 50 years old, and will submit it to the SHPO. As part of this process, “before and after” pictures will need to be taken of all properties.
Lead-Based Paint Inspection	Funds allocated are subject to the implementation of HUD’s Lead-Based Paint Regulations, and the Consultant/Contractor must be a PA certified Risk Assessor. The Consultant will be required as part of this contract to work in cooperation with the Municipal selected Risk Assessor, to schedule and coordinate all required risk assessments and clearances. The selected Consultant may also be the risk assessor and clearance technician.
Bids and Selection of Contractor	The Consultant will assemble a bid package for each property, analyze bids, and recommend contract awards.
Contracting	The Consultant will prepare all contract and mortgage documents, and will hold contract signing/pre-construction conferences with homeowners and contractors.
Work Inspections	The Consultant will perform comprehensive inspections of units during construction. The Consultant will approve any change orders and settle disputes between the homeowner and

	contractor. Work inspections must also ensure contractor compliance with HUD's Lead-Based Paint regulations.
Final Inspection	The Consultant, along with a municipal representative, will perform the final inspection. A punch list may be issued with a follow-up inspection to verify final completion, as necessary.
Payment	The Consultant will review all payment requests with the homeowner, and authorize payment to contractors.
Warranties	The Consultant will follow-up on all warranty issues raised by homeowners.
Contractors	The Consultant will work with the Municipality to recruit competent new contractors and to manage the workload and timing of all contractors in the program.
Relocation	In cooperation with the municipal staff, the Consultant will manage the relocation of families, as necessary, to comply with the HUD lead-based paint regulations.
Meetings	The Consultant will be available for meetings with the local Historic Review Committee prior to bidding on properties located within the West End and/or Central Norristown Historic Districts. This will also include working on any environmental reviews for the properties or meetings related to specific program requirements such as lead-based paint assessments.
Hours of Business	The Consultant will be required to maintain regular office hours in Municipal Hall for a minimum of one day a week. The Municipality will provide office space for the Consultant.
Reports	The Consultant will maintain records of all program activities and report regularly to the Planning Department. Statistics on program activities must be maintained as well as the financial status of properties in the program. A short report to the Municipality on the activities of the program will be required each month, and at the end of each fiscal year. This will include a performance measurement statement on the objectives and outcomes of the program, and any other necessary information needed, depending on the funding source. The Planning Department will maintain the fiscal records for the program.

Contract Term	The term of this contract will be three (3) years renewable every year at the one (1) year anniversary, with the option of extending this contract based on the balance of funds.
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3. CDBG HOUSING STANDARDS AND LOCAL BUILDING CODE

Per Community Development Block Grant (CDBG) Standards and the 2015 International Residential Code and all other applicable statues, regulations and codes under the Pennsylvania Uniform Construction Code.

4. REQUIRED INFORMATION

Proposals provided to the Municipality of Norristown for this project should include the following information.

- A written statement which clearly demonstrates an understanding of the program and includes a commitment for completing the tasks.
- A description of similar housing programs in which your firm has been involved along with general information pertaining to the professional qualifications of your firm.
- A list of the specific personnel who will be assigned to this program along with a description of their professional qualifications, work experience and credentials.
- Experience related to Lead-Based Paint Hazard reduction and Risk Assessment/Clearance: This would be based on HUD's Lead-Based Paint procedures, but may not necessarily be incorporated in this request for proposal. A flat rate may be provided for services related to lead.
- A cost proposal, based on each of the specified amounts, which gives the hourly rates of all assigned personnel for the work to be performed. The cost should include the cost of income verification, specification write-up, inspections, office hours and other associated costs that may include Risk Assessment and clearance, for each of the specified budget amounts/sources. Each of the figures for the first year should be based on an annual budget of approximately \$100,000.00 (subject to congressional appropriations).

(A separate cost estimate should be included to indicate the flat rate for all required services.)

- References related to other projects similar in scope.
- Commitment to the outreach and inclusion of Minority and Women & Minority Owned Businesses in all contracting activities.

5. DOCUMENTS/ PRODUCTS

1. Proposers must provide five (5) copies of the Proposal which will be presented to the Municipality of Norristown for review. Proposals should include proposed timelines for completion of deliverables, in addition to supplemental materials that will provide a complete understanding of the proposed project.
2. All original reports shall become the property of the Municipality of Norristown for future use as needed. A copy of the completed proposal must also be submitted to the Municipality on a CD in Microsoft Word format.

6. CONSULTANT SELECTION

Only the most responsive firms and proposals will be selected. The Municipality of Norristown reserves the right to reject any and all proposals.

The Municipality has established criteria for evaluating submitted proposals. The highest-ranked proposers may be asked to present their proposals before selected representatives of the Municipality. It is expected that the lead consultant/project manager would conduct the presentation. Presentation criteria are as follows:

1. Qualifications of firm/Individual, with special emphasis on previous experience with housing rehabilitation programs and ability to administer the program in a creative and cost conscious manner.
2. Qualifications and experience of specific personnel to be assigned to the program including qualifications with regard to managing Lead Paint Hazard reduction programs.
3. Demonstrated interpersonal skills: the project requires consultants to collaborate closely with local government officials, members of the business community and the general public. The quality of written and verbal skills will be evaluated.
4. A thorough knowledge of industry best practices and their application, in addition, superior time management skills is essential.
5. Competitive proposals will contain timelines that are reasonable and actionable.
6. Cost as reflected in the above "Not to Exceed" figure.

The Municipality may hold interviews prior to a final selection of the program consultant. Please note, proposers must provide an email address to receive any addendums to this Request for Proposals.

7. SUBMISSION REQUIREMENTS/DEADLINE

1. Five (5) copies of the Proposal must be submitted no later than **3:00 P.M., FRIDAY, June 26, 2020**. Any questions regarding this Request for Proposal should be directed to the attention of:

Jayne Musonye
Director of Planning & Municipal Development
Municipality of Norristown
235 East Airy Street
Norristown, PA 19401
Phone 610-270-0441
Email: jmusonye@norristown.org

2. Proposal must be mailed or hand delivered. No faxed or mailed proposals will be accepted.
3. If you require a reasonable accommodation, please notify the Municipality at (610) 270-8080, three working days prior to need.