

REQUEST FOR PROPOSAL Mercer County

Mercer County (the “County”) is soliciting proposals from qualified consultants to provide professional services related to housing rehabilitation programs over a five (5) year period. Services may include, but are not limited to, program planning, environmental review, community development activities, grant administration, construction management, and project delivery associated with housing rehabilitation initiatives.

This Request for Proposals (RFP) is intended to support housing rehabilitation activities funded through a variety of sources, including but not limited to the HOME Investment Partnerships Program (HOME), the Community Development Block Grant (CDBG) Program, and other applicable federal, state, and local funding programs. The County intends for this procurement to allow for the efficient and compliant use of multiple funding sources over the term of contract without the need for separate procurements, to the extent permitted by applicable regulations.

For HOME funded activities, this RFP may be utilized by Mercer County and/or any other participating or eligible jurisdictions within Mercer County, in accordance with applicable procurement and intergovernmental agreement requirement, seeking housing rehabilitation services.

For CDBG funded activities, proposals are being solicited on behalf of Mercer County, the City of Farrell, and the participating municipalities of Greenville Borough, Grove City Borough, Sharpsville Borough, and Pine Township (collectively referred to as the “County” for CDBG purposes). The selected consultant will assist these jurisdictions with the implementation of CDBG-funded housing rehabilitation programs in compliance with all applicable federal, state, and local requirements.

The selected consultant may also be engaged to provide similar services for other housing-related programs or funding sources, as may become available during the contract term, provided such use is consistent with procurement requirements and program regulations. The selected consultant agrees that as federal regulations change during the contract period they will modify procedures to comply and document changes.

The grant programs for this request are:

**DCED-Community Development Block Grant (CDBG)
DCED-Home Investment Partnership Program (HOME)**

- FFY 2026 expiration 2030
- FFY 2027 expiration 2031
- FFY 2028 expiration 2032
- FFY 2029 expiration 2033
- FFY 2030 expiration 2034

The procurement for services hereunder shall comply with the requirements of 2 CFR Part 200, including but not limited to §200.317 through §200.327 (procurement standards), and all applicable federal, state, and local regulations, including HUD and DCED program requirements. This procurement will utilize the competitive proposal method. Procurement shall also be conducted in accordance with the County’s Procurement Policy for Professional Services. All procurement transactions will be conducted in a manner providing full and open competition consistent with 2 CFR §200.319. The County maintains a written conflict of interest policy in

accordance with 2 CFR §200.318(c). No employee, officer, or agent of the County shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Any contract awarded under this RFP will include all applicable provisions required under 2 CFR Part 200 Appendix II. The County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, in accordance with 2 CFR §200.321. It is the intent of the County to retain the services of a consultant who will provide the necessary expertise to carry out the activities described herein.

The Pennsylvania Department of Community and Economic Development, in an effort to streamline the Community Development Block Grant Program (CDBG), established in Federal Fiscal Year 2015, that the County of Mercer would receive one (1) contract which includes the entitlement communities of Greenville Borough, Grove City Borough, Sharpsville Borough and Pine Township. These communities from time to time allocate a portion of their entitlement funds to Housing Rehabilitation activities that the County is administering on their behalf. As such, this proposal should be reviewed with the intent that Housing Rehabilitation efforts may take place in any community under the County CDBG contract except for the City of Sharon and the City of Hermitage who receive separate individual contracts under the program guidelines.

The Pennsylvania Department of Community and Economic Development, HOME Investment Partnership Program (HOME) is the Commonwealth's primary vehicle to provide affordable housing in communities. HOME Program is a flexible financial tool for housing activities that promotes community stability by creating additional affordable housing units through new construction and/or rehabilitation. Funds can be used in a variety of ways and application will be coordinated with the consultant. The program is funded by the U.S. Department of Housing and Urban Development (HUD) through a state annual entitlement appropriation. This proposal should be reviewed with the intent that Housing Rehabilitations under HOME Program funds may take place in any community in the County.

SERVICES REQUIRED:

The County will require a Community Development and Housing Rehabilitation Consultant to provide the following services:

1. Application intake
2. Application evaluation
3. Whole house inspection
4. Lead-based paint assessment
5. Environmental Review documents as required
6. Lead-based paint work program (if applicable)
7. Preparation of quote specifications
8. Cost estimates for rehabilitation work
9. Relocation and associated requirements (if applicable)
10. Certify appropriate program funding availability
11. Procurement of contractors
12. Contracting of contractors
13. Notice(s) to Proceed to be executed by the individual entitlement in which the program corresponds. Each OBO signs and the County signs for all non-entitlement communities
14. Preconstruction conference (if appropriate)
15. Interim inspections
16. Processing contractor payment request

17. Processing change orders (if appropriate). Change orders require a pre-authorization certifying appropriate program funding availability prior to commencement of work
18. Submission of reimbursement to the County. Submissions that do not include the proper certification of program funding availability will be rejected for reimbursement and will become the sole responsibility of the Consultant
19. Lead-based paint clearance
20. Final inspection
21. Appraisals
22. Mortgages and mortgage filing
23. Provide recipient(s) with a warranty covering the work completed (minimum of one year)
24. Detailed project files containing all inspections, correspondence, and other required documentation per CDBG requirements must be received and verified as complete. The final project invoice will not be processed until all documentation has been reviewed and verified as complete
25. Aid the County with annual report requirements, monitoring inspections, close-out reports and final documentation
26. Should any findings be reported during the monitoring process, the Contractor will be responsible for implementation of the correct action as prescribed

PROPOSAL REQUIREMENTS:

Proposals shall be clearly marked ***Proposal for Community Development and Housing Rehabilitation Consultant Services*** and must contain responses to the following:

1. Consultant's Qualifications, Experience and Time Commitments of Proposed Technical Staff
 - a. Demonstrate experience in conducting efforts of the nature and scope of the project required by this Request for Proposal
 - b. Identify key personnel to be assigned to render the service required
 - c. Identify the work plan to be utilized in completing the contract
 - d. Documentation that the proposer has been previously approved by the Department of Community and Economic Development as a "Project Planner" or has been a Project Planner on a State or Federal-funded Planner Project.
 - e. Identify staff that is a qualified housing rehabilitation specialist
 - f. Demonstrate stability and continuity of both staff and management
 - g. Describe knowledge of and engagement with the community programs and activities required
 - h. Identify any extra services provided to the County and the OBO's
2. Small, Minority, and Women Enterprise Participation and/or Participation by Labor Surplus Area, Section 3, and SERB Firms. (If the Consultant qualifies under any of the categories listed below, the Consultant shall set forth the basis so the procuring agency can determine which category(s) is applicable to the Consultant.)
 - a. Small Business Firm
 - b. Minority Owned Business Firm
 - c. Women Owned Business Firm
 - d. Section 3 Business Firm
3. If the Consultant intends to use a sub-contractor for all or part of the work items, this shall be stated in the proposal. The Consultant shall comply with all applicable requirements of 24 CFR Part 85 for procurement of any and all sub-contractors.

BASIS FOR COMPENSATION:

The County currently compensates administrative services at a rate of twelve percent (12%) of the construction contract amount per structures. The County recognizes that the cost of business may change over time; however, it must also remain cost-conscious to ensure the effective use of program funds. The Consultant must understand that the negotiated fee will be established as a Not-to-Exceed amount, and that this amount shall not exceed fifteen percent (15%) of the construction contract amount per structure over the term of the contract.

Consultants must include a schedule of fees and services charged for all services in their proposals. These can be broken out based on CDBG or HOME. If your Firm only wants to administer one of the programs, please state that in the proposal. Mercer County reserves the right to negotiate with the Consultant regarding services and costs, award any combination in the best interest of the County and or OBO's, and to reject any and all proposals. Consultants are encouraged to use examples of past projects in their proposals, including project budgets, meeting project costs, and letters/references. All proposed compensation must be determined to be fair and reasonable in accordance with 2 CFR §200.404 and §200.405.

EVALUATION CRITERIA:

The County will evaluate each written proposal and determine if oral discussion with the Consultant is necessary. Based on the content of the written proposal and oral discussions, if deemed necessary, points will be assigned for each segment of the proposal in accordance with the criteria hereinafter set forth. The maximum amount of points attainable is 100 and the points to be awarded are listed below. The Consultant with the highest total points will be selected to negotiate a contract. If a contract cannot be negotiated successfully with the Consultant with the highest number of points, negotiation will be conducted with the second highest Consultant and so on until a successful contract is established.

Mercer County is an affirmative action/equal opportunity employer and all qualified applications will receive consideration without regard to race, color, religions creed, handicap, ancestry, national origin, age or sex. The County will enter into a contract with the successful Consultant; the contract will contain all the required provisions as outlined under 2 CFR Part 200 Appendix II and any applicable HUD program requirements.

1. Qualifications, Experience, Relevancy of Work, and Past Projects (60 points)

- a. Describe qualifications and experience of the firm applicable to the project. (20 points)
- b. Describe experience and ability of the Consultant's efforts to the nature and scope of similar work (10 points)
- c. Describe experience and ability of specifically-named key personnel to carry out the proposed assignment of the nature and scope of similar work (10 points)
- d. Describe the level of effort in the proposed work plan in terms of time commitment of the Project manager and key personnel (10 points)
- e. Demonstrate experience and capability providing stability, continuity and responsiveness of staff and management, and knowledge and familiarity with the program (10 points)

2. Project Cost (20 points)

- a. Description of proposed fee schedule (10 points)
- b. A statement of understanding to negotiate a fee for service with the community, with the understanding that the final fee shall not exceed fifteen percent (15%) of the construction contract amount per structure over the term of the contract. (5 points)
- c. A statement of proof of past project completion (5 points)

3. Engagement in Community (15 points)

- a. Describe knowledge of and engagement with similar and required community programs and activities (15 points)

4. Minority, Women Owned, and/or Section 3 Firm Participation (5 points)

- a. Minority or Women Owned Business Firm (5 points); or
- b. Section 3 Business Firm (5 points)

CONTRACT AWARD

The County will award the contract to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. While it is anticipated a single award, the County reserves the right to:

- 1. Reject any or all proposals
- 2. Waive informalities or irregularities
- 3. Request additional information from proposers
- 4. Negotiate terms, scope, and cost
- 5. Award multiple consultants for on-call

The Consultant shall comply with all applicable federal requirements, now and during implementation of activities including but not limited to:

- 1. Equal Opportunity (EEO)
- 2. Section 3 of the Housing and Urban Development Act of 1968 (as applicable)
- 3. Davis-Bacon and Related Acts (as applicable)
- 4. Copeland Anti-Kickback Act
- 5. Contract Work Hours and Safety Standards Act
- 6. Byrd Anti-Lobbying Amendment
- 7. Debarment and Suspension (2 CFR Part 180) (Consultant must be registered in Sam.gov and not debarred or suspended)
- 8. General Liability Insurance
- 9. Professional Liability (Errors & Omissions)
- 10. Worker's Compensation
- 11. Indemnification clause
- 12. Record Retention in compliance with 2 CFR §200.334, all records must be retained until monitored and disposal is authorized by the granting authority

The County will review proposals and present them to the County Commissioners for award during the County Commissioners' meeting in May 2026. It is anticipated that the contract will commence on July 1, 2026, and extend until June 30, 2031, unless terminated earlier by contract termination clause.

SUBMISSION DEADLINE:

Consultants must submit a sealed proposal by 2:00 PM on Friday, May 8, 2026 clearly labeled to:

**PROPOSAL FOR COMMUNITY DEVELOPMENT and HOUSING REHABILITATION
CONSULTANT SERVICES**

Mercer County Regional Planning Commission
2491 Highland Road
Hermitage, PA 16148

No late submissions will be reviewed. The County may accept electronic submissions in accordance with its procurement policies.