

Request for Proposals

Housing Conditions Survey Consulting Services

Proposals DUE: November 15, 2018

Town of Dryden

Jason Leifer, Town Supervisor

Ray Burger, Director of Planning

REQUEST FOR PROPOSALS

Introduction

The Town of Dryden, New York is soliciting proposals for a Housing Conditions Survey for the Town of Dryden. The results of this Housing Conditions Survey (HCS) will help decision - makers, stakeholders and community members develop a meaningful sense of the residential housing conditions that exist in the Town, exclusive of the Village of Dryden and an understanding of key housing issues.

Background

The Town of Dryden, part of the Southern Tier in Tompkins County, NY, has provided Housing Rehabilitation programs, through a HOME award in 2008 and 1995 and in 1998 through HUD CDBG.

Housing rehabilitation is a re-emergent need. Approximately 31% of the Town's 6,515 housing units, according to the US Census, were built prior to 1960, indicating potentially high percentage that could be in need of repair.

As of the 2014 ACS 5-year data, the Census indicates that 31.4% of persons in the Town of Dryden are at poverty level. The Town has partnered with local nonprofits in the past to provide services. One of them, Better Housing for Tompkins County indicated in 2017 that 18 low-income households in Dryden were part of a county-wide waiting list for home rehabilitation services.

This CDBG - funded Planning activity will help inform the Town about the full extent of housing conditions; **a copy of the 2017 proposal is available upon request.** A 1998 housing conditions survey, the most recent, determined that over 53% of the 2,105 structures observed were substandard; 20 years have passed and the Town needs updated data.

The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including the most appropriate applications for housing financing resources such as HOME or CDBG grant funding from the U. S. Department of Housing and Urban Development and resources available from the State. The study should suggest methods for positioning Dryden's housing planning to promote an economically diverse community.

1. Rules

This RFP is solicited to the General Public and a Professional Services Contract will be awarded pursuant to the rules set forth in the Town of Dryden Purchasing Manual and subject to approval by the Dryden Town Supervisor. **The cost of the proposals, based on Town funding available, should not exceed \$30,000.**

Deadline for submission: November 15, 2018, at the Town Offices, 93 E. Main Street, Dryden, NY 13053.

2. Reviewing Period

All proposals meeting RFP requirements and conditions may be held by the Town of Dryden for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of consultants, prior to the awarding of the contract.

3. Compliance with Applicable Laws

The contract shall be governed by and construed in accordance with the laws of the State of New York.

The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations; specifically those related to the HUD Community Development Block Grant Fund as administered by New York State Homes and Community Renewal, the funding source of this survey.

4. Questions and Interpretations

Any substantive questions regarding the proposal documents shall be referred to the Town of Dryden Planning Department Attention: Ray Burger, Director of Planning, in writing via email (rburger@dryden.ny.us) by October 30. All answers and interpretations and any changes to the documents will be issued in the form of addenda to all consultants of record, and on the Town website, <https://dryden.ny.us/>. The Town will endeavor to update responses to questions, in full, by 5 days before the deadline for submission. However, it is the responsibility of the proposer to periodically check the Town web site for updates on this RFP.

5. Ability and Experience

The Town of Dryden will not award a contract to any consultant who cannot furnish satisfactory evidence of their ability and experience to perform the requested services, or who is listed as debarred or suspended from participation in federally funded programs.

The Town of Dryden may make such investigations as it deems necessary to determine the above and a consultant shall furnish information requested in this regard.

6. Certification of Non-Collusion

All consultants must sign the attached certificate of non-collusion. This signed form must be submitted with the proposal package. Failure to sign and submit the form is cause for that proposal to be rejected.

7. Corrections

Erasures or other changes in the proposal must be explained or noted over the signature of the consultant.

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8. Conflict of Interest

The consultant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Town of Dryden Purchasing Manual concerning conflict of interest. The consultant covenants that it presently has no interest and shall not require any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement.

No employee of the Town of Dryden and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

9. Prospective Consultant's Qualifications

The prospective consultant replying to the RFP shall be or represent a firm, company or corporation possessing experience and expertise in planning, community development and/or a related field, and the professional standards thereof, to undertake and successfully complete the Scope of Services as outlined in this RFP.

10. Signature

All proposals shall be complete, factual, and signed by an authorized officer of the consultant's company on the appropriate page(s).

11. Waiver

The Town of Dryden reserves the right to reject any and all proposals, or to waive any informalities in the proposal process, if deemed in the Town's best interest.

12. Number of Copies

The proposer shall provide one original and three (3) copies of proposal to the Town of Dryden Planning Department and additional electronic copy emailed to rburger@dryden.ny.us. The envelope shall be marked "SEALED PROPOSAL" Housing Conditions Survey Consulting Services.

13. Place and Time

Sealed proposals will be received at the Town of Dryden Office, 93 E. Main Street, Dryden, NY 13053 until 3:30 PM, on November 15, 2018, at which time and place they will be opened and recorded.

14. Modifications

A consultant may correct, modify, or withdraw a proposal by sealed, written notice clearly marked as a correction, modification, or withdrawal and received at the Dryden

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Planning Department prior to the time and date set for the proposal. Failure to comply with the above conditions and requirements or any attached specifications or any other minimum qualifications will be justification to reject any proposal as incomplete.

Contract Terms and Conditions

Proposal Preparation

The prospective consultant is to follow the instructions and requirements of the proposal submission requirements in preparing and submitting its response to the RFP.

Cost Liability

The Town of Dryden assumes no responsibility and no liability for costs incurred relevant to the RFP by prospective consultants prior to issuance of a contract.

Selection of Proposals

The Town of Dryden shall award a professional consulting contract to the responsible prospective consultant whose proposal conforms to the RFP, is the most advantageous to the Town of Dryden, and meets the requirements as stated in the proposal submission requirements.

The selected consultant will be required to sign a contract with the Town of Dryden in which s/he accepts responsibility for the performance of services as stated in the submitted proposal and be prepared to commence work immediately upon execution of the signed contract and receipt of a Notice to Proceed.

Acceptance of Proposal Content

The contents of the proposal of the successful consultant, in its entirety, shall form the basis of any contract that is awarded.

Successful Consultant Responsibilities

The successful consultant will be required to assume sole responsibility for the complete project as required by this RFP. The Town of Dryden will consider the successful consultant to be the sole point of contact with regard to contractual matters, whether or not subcontractors are used by the successful consultant for one or more parts of this project.

Subcontracting

Subcontracting will be allowed for tasks required by this RFP. Any intent to subcontract on the part of the prospective consultant must be specifically described in the proposal. The Town of Dryden reserves the right to approve the use of all subcontractors.

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Ownership of Material

All rights, titles to and ownership of all data, material, and documentation resulting from this project and/or prepared for the Town pursuant to this contract shall remain exclusively with the Town. The prospective consultant shall be paid for all service as will be specified in the contract.

Additional Requirements

During the project's contract, the selected Consultant will attend all required meetings without additional compensation. In addition, the Consultant will meet with Town partners at the start of the project and as necessary throughout the project to review recommendations and project status.

Price Change

All prices shall be firm and not subject to increase during the period of this contract.

SCOPE OF WORK

Release of RFP	October 15, 2018
Deadline for question submission	October 30, 2018
Responses to questions on website	November 7, 2018
Submission deadline	Nov. 15, 2018, 3:30 pm
Opening of bids and review	Nov. 29, 2018
Selection and contract	December 14, 2018
Presentation of final project by Consultant to Town	April 1, 2019

Deliverables:

Compilation of Housing Conditions Data and Presentation of Report that evaluates all housing structures within the Town. Selected consultant must evaluate structures based on current, specific definitions for standard, substandard and dilapidated housing as per the CDBG program under New York State. Data will also include input from the County Health Department and local housing experts. The report, and map of Town-wide housing conditions will be presented to the Town of Dryden at the conclusion of the project.

Service Area

The area to be covered in this study is the Town of Dryden, including hamlets of Varna and Etna and Village of Freeville.

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Minimum Required Elements of the Study

The Consultant selected to complete the study is free to develop specific methodology as it deems appropriate. However, the final document should, at a minimum, quantify the data elements on a structure-by-structure basis on the included map. Townwide data must also be organized by census tracts and neighborhoods, and relevant information must be mapped so that we can better understand clusters of activity.

Work Product

The final report should be delivered to the community both as a PDF file and in hard copy consisting of 3 bound copies. An electronic copy of the public presentation materials should be provided as well.

All deliverables will become property of the Town of Dryden.

Proposal Submission Requirements

The name of the proposer and title of the project, Dryden Housing Conditions Survey, must appear on the outside front cover of each proposal.

Proposals shall be due to the Town Clerk's Office **on or before 3:30 pm on November 15, 2018**. Proposals are to be submitted to:

Ray Burger, Director
Planning Department
93 E. Main Street, Dryden, NY 13053

Proposal Contents

The information submitted must include, but should not necessarily be limited to, the following items:

1. Cover Letter

A letter signed by an officer of the firm, binding the firm to all comments made in the proposal is required. Include a primary contact person for the proposal.

2. Qualifications and Experience

A description of the history, experience and qualifications of your firm and any proposed subcontractors to perform the Scope of Services. Please provide:

1. Names and addresses of all firms involved on the project (including subcontractors);
2. History, size and structure of firm(s)

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3. Name(s) of principals in firm(s)
4. Identification of Principal in Charge, the Project Manager and the roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to project.
5. Describe other similar projects your firm has undertaken with contact information.
6. Contact information for references from similar projects
7. Firm's designation as an MWBE, if any

1. Approach to Scope of Work

A detailed description of the approach to Scope of Work is required. The Town is seeking creative, proven techniques including clear, understandable written products suitable for a wide range of policy makers and community leaders.

2. Plan of Services/Timeline

The Plan of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time. To comply with CDBG program rules, the Town's goal to have this study completed by April 1, 2019. Proposers are invited to submit timelines with earlier completion dates if possible.

3. Town Resources Required

A list of the resources, personnel, data, or other assistance which the proposer expects are required from the Town in order to complete each task in the scope of work during the planned time period.

4. References

Provide three references from individuals familiar with your work.

5. Price Proposal Contents

a. Detailed Description of Costs

Provide a total not-to-exceed fixed fee. The Town seeks proposals that demonstrate maximum value and effectiveness.

b. Detailed Cost Breakdown

Provide a cost for each task identified in the Scope/Schedule and an estimate

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of manpower hours necessary to complete work. All cost assumptions must be clearly documented in this portion of the submittal. Include a budget for direct expenses.

Minimum Evaluation Criteria

In order to be reviewed, the proposal must be substantially complete, meet the Qualifications listed in the RFP and contain the necessary Non-Collusion form.

QUALIFICATIONS:

- Proposer has 5 years of experience in Housing Planning
- Team Leader for project must have a Degree in Management, Community Planning, Urban Planning, Business Administration, or a related field.
- Team Leader for project must have a minimum of 5 years of experience in this field that includes housing needs assessments.

Comparative Evaluation Criteria

Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, price, quality and other factors considered. The proposal will be reviewed by the Town and ranked on the following criteria:

1. Plan of Services:

Highly Advantageous

Proposal includes a detailed, creative, logical, and highly efficient scheme and schedule for addressing all of the required tasks.

Advantageous

The proposal includes a credible scheme for addressing all of the required tasks.

Non-Advantageous

The proposal is not sufficiently detailed to fully evaluate, or does not contain components necessary to address all the required tasks.

Unacceptable

The proposal does not include a plan of services.

2. General Qualifications of Firm:

Highly Advantageous

Firm has successfully completed two or more housing studies similar to that requested in this RFP, has experience in working with communities of similar size

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and demographics, and has a proven track record for completing projects on time, within budget, and on schedule.

Advantageous

Firm has completed one or more housing studies successfully and timely.

Non-Advantageous

Firm has no experience completing local housing studies, but has completed other local planning studies.

Unacceptable

Firm has no experience completing any local planning studies.

3. Personnel and Resources to be utilized:

Highly Advantageous

Individuals from the proposed project team have experience with and have substantially contributed to the design and development of a Housing Conditions Survey as described in this RFP. Firm is certified either nationally or within NY State as an MBE or WBE.

Advantageous

At least one individual from the proposed project team has contributed to or has experience with the design and development of a Housing Conditions Survey. Firm is certified either nationally or within NY State as an MBE or WBE.

Non-Advantageous

None of the proposed project team has substantially contributed to the design and development of a Housing Conditions Survey, but at least one member has undertaken other planning studies.

Unacceptable

None of the proposed project team has worked on any local planning studies.

Consultant Interviews

Following evaluation of the submitted materials, at dates and times to be announced, the Town may request the three (3) candidate firms that score highest based on the above-listed comparative evaluation criteria to make an oral presentation to the Town evaluation team. The presentation must be made by the project manager to be assigned to the work. The Town waives the right to conduct such interviews and instead elect a clear candidate, should one score significantly better than the others.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Printed Name of signator

Name of Business

Date