

JOHNSTOWN HOUSING AUTHORITY

REQUEST FOR PROPOSALS:

HUD Choice Neighborhoods Planning Grant Coordinator

Background on Johnstown Housing Authority

Johnstown Housing Authority (JHA) is a public housing authority that currently manages a portfolio consisting of 1,504 public housing units across 9 AMPs (11 sites), typically at an occupancy rate of 96% with an ongoing wait list. JHA also manages 960 tenant-based Housing Choice Vouchers, with a current lease rate of 87%.

Description of Need

JHA is requesting proposals from qualified consultants with direct, relevant and successful experience providing the services defined under the “Scope of Services” section below, in relation to HUD Choice Neighborhoods Planning Grants. The term of the contract will be the 30-month period of the Choice Neighborhoods Planning Grant process. At its option, JHA may elect to contract with one or more qualified consultants.

JHA is a recent awardee of a HUD Choice Neighborhoods Planning Grant. A project summary resulting from the successful application is as follows:



Johnstown, PA

Choice Neighborhoods Lead Grantee: Johnstown Housing Authority

Choice Neighborhoods Co-Grantee: Cambria County Planning Commission

Target Public Housing Project: Coopersdale Homes

Target Neighborhood: West End

Choice Neighborhoods Grant Amount: \$500,000

Project Summary: Once the leading steel producer in the United States, Johnstown has a long history as a major manufacturing center. Unfortunately perpetual flooding and the loss of manufacturing caused a steady decline in population. Today Johnstown and the West End neighborhood face significant

challenges related to poverty, job loss, environmental decontamination, and crime. The target housing site, Coopersdale Homes, is one of many low-income housing sites in the neighborhood. Located near the historic West End neighborhood and Downtown Johnstown, the West End neighborhood serves as a northern gateway into the City of Johnstown. The West End is situated along the Conemaugh River, and features rolling hills, historic homes, and small neighborhood parks. With a \$500,000 Choice Neighborhoods grant, Johnstown hopes to capitalize upon these assets and develop a community-based, bottom-up planning approach that empowers residents to envision a new future for the neighborhood.

Scope of Services

The selected consultant will provide the following services, as planned in the budget of the planning grant application:

Management Improvements / Capacity Building

Hiring expert presenters: Capacity Building Trainings

Planning Coordinator Services

- Phase 1: Listening and Learning
- Phase 2: Visioning
- Phase 3: Strategy Development
- Phase 4: Draft Plan – Housing Plan
 - Draft Plan – People Plan
 - Draft Plan – Neighborhood Plan
- Phase 5: Final Plan

Partner Planning Activities

- Printing of materials, signs, banners and t-shirts
- Market Study
- Food and Entertainment for Meetings
- Establishment of Choice Neighborhoods Headquarters

Finances

BUDGET	
Management Improvements/Capacity Building	
Hiring expert presenters: Capacity Building Trainings	\$10,000
Subtotal	\$10,000
Planning Coordinator Services	
Listening & Learning	\$50,000
Visioning	\$45,000
Strategy Development	\$40,000
Draft Plan: Housing Plan	\$30,000
Draft Plan: People Plan	\$30,000
Draft Plan: Neighborhood Plan	\$30,000
Final Plan	\$39,400
Subtotal	\$264,400
Partner Planning Activities	
Printing of materials, signs, banners, and t-shirts	\$7,000
Market Study	\$25,000
Food and Entertainment for Meetings	\$8,000
Establish CN HQ	\$5,000
Subtotal	\$45,000
TOTAL	\$319,400

Proposal Submission Requirements & Deadline

1. The Contractor must be prepared to begin providing required services to JHA within two (2) weeks of the date of contract award.

Proposers must submit their proposals to Johnstown Housing Authority no later than 4:00 PM on October 21, 2024. Lengthy narrative is discouraged; presentations should be brief and concise. Proposals should follow the outline presented below. All proposals that are not received by the deadline will be considered late and will be returned to the proposer.

JHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses and small businesses to respond to this RFP or to participate in subcontracting capacity on JHA contracts.

JHA is interested in proposals that, if awarded, would provide JHA residents and voucher holders (adults and children) substantive work experience or related vocational/educational opportunities.

JHA reserves the right to waive as an informality, any irregularities in submittals, and/or reject any and all submittals.

Proposals must follow the outline presented below.

1. Transmittal Letter/Introduction which must, at a minimum, contain the following:

Identification of the offering firm(s), including name, mailing address, e-mail address and telephone number of each firm; Proposed working relationship among the offering firms (e.g., prime- subcontractor), if applicable;

A statement to the effect that the proposal shall remain valid for a period of not less than one hundred-twenty (120) days from the due date for proposals; and

Signature of a person authorized to bind the offering firm to the terms of the proposal.

2. Statement of Qualifications, Project Staffing and References

Provide summary information about your firm and qualifications including descriptions of comparable projects performed for other clients. Describe the firm's involvement in recent affordable housing development projects including a summary of the development program and the types of financing involved in the transaction. Disclose any conditions (e.g., bankruptcy, pending litigation, etc.) that may affect the proposer's ability to perform contractually. Certify that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state or local public agency;

Identify the key personnel from your firm that would be assigned to the JHA project. Include a brief description of their qualifications, job functions and prior work experience; and

Provide at least three references from other comparable agencies. Include company names, beginning/ending dates of contracts, a description of the work performed, and names, titles and telephone numbers of individuals that JHA can contact as references for your firm.

3. Work Plan/Technical Approach

Describe your firm's understanding of JHA's objectives and requirements, demonstrate the proposer's ability to meet those requirements, and outline clearly and concisely the plan for accomplishing the specified work. JHA recognizes that the actual services provided may include some or all of the tasks listed under "Scope of Service". Include a work plan with a schedule for tasks, subtasks and deliverables along with the anticipated level of effort over the course of a year; and

State any exceptions to or deviations from the requirements of this RFP.

Submit proposals by the specified date and time to:

Johnstown Housing Authority
501 Chestnut St
Johnstown PA 15906

Evaluation Criteria

JHA will evaluate proposals received using the criteria below.

Criteria	Maximum Points
Demonstrated successful experience and capability of the proposed firm and sub-consultants proposed for this project in providing "Management Improvements/Capacity Building" as listed in this proposal.	10
Demonstrated successful experience and capability of the proposed firm and sub-consultants proposed for this project in providing the "Planning Coordinator Services" listed in this Request for Proposals.	80
Demonstrated successful experience providing the "Partner Planning Activities" as listed in this Request for Proposals	10

Selection Process

An Evaluation Panel consisting of JHA staff will review, analyze and evaluate the proposals received. The Panel may also conduct contract negotiations with the highest rated proposer(s). The Evaluation Panel will make recommendations to the Executive Director.

The selected contractor must have the expertise to carry out such work, and have experience working on similar projects. JHA requires that the successful bidder demonstrate that it has the requisite skills to complete this endeavor.

The Proposer agrees to indemnify and hold harmless JHA against all losses and liabilities arising out of or resulting from all injuries or death or damage to property, including theft, on account of performance of work or services by the proposer or proposer's employees or subcontractors pursuant to this Agreement. Proposers shall maintain liability insurance sufficient to fulfill its obligations under this paragraph, in amounts acceptable to the JHA and shall provide proof of such insurance to JHA upon request. Proposer may not change such insurance during the term of this agreement without providing written notice to the JHA.

JHA reserves the right to reject any and all proposals submitted in response to this RFP. JHA may elect to cancel this procurement at any time. JHA may elect to select one or more contractors under this procurement or may elect not to award any contracts.

Contract and Term

The selected contractor will enter into a Contract with Johnstown Housing Authority. The initial term of the contract will be for the 30-month planning grant process.

Questions

All questions must be submitted in writing by e-mail, no later than 4:00 PM on October 21, 2024, to Michael Alberts at malberts@jhaonline.org. At JHA's option, responses to appropriate questions will be published on JHA's website at jhaonline.org.