

**REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL SERVICES  
COUNTY OF CHESTER  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

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## **I. Purpose and Description**

The Chester County Department of Community Development (DCD) invites qualified **professional engineering, appraisal, and architectural service** providers to submit proposals for consultant services for the purpose of awarding a general contract for the period of January 1, 2022 to December 31, 2024.

DCD annually awards federal, state and local grant funding to non-profit and municipal organizations for a variety of community construction activities. On an as-needed basis, DCD requires professional engineering, appraisal, and/or architectural services to assist funded and special projects.

*Submissions may include any combination of engineering, appraisal, and architectural services, from a single entity or group of partner organizations.*

## **II. Scope of Services**

All services will be requested on an as-needed basis, dependent upon the number and type of projects funded by DCD, and the specific needs of the projects and organizations receiving grant awards.

### **Engineering**

The general scope of the engineering service contract will include: design, bid and construction administration, and construction inspection, as well as completion of environmental reviews.

- Design for public works and infrastructure
- Civil design for commercial and housing developments
- Review and preparation of drawings and specifications
- Review of shop drawings and material submittals
- Coordination of construction bids and contract awards
- Construction administration
- Construction inspections for invoice approval and quality control
- Review and assessment of construction schedules, change orders, and budgets
- Review and assessment of construction punch list for project closeout
- Participate in pre-construction and progress meetings
- Prepare and maintain inspection logs, reports, and digital photographs
- Report actual and potential problems related to construction performance and work conditions to DCD
- Maintain regular and effective communication with DCD
- Complete environmental reviews on an as-needed basis
- Other related duties as requested

## **Appraisal**

The general scope of the appraisal service contract will include: fair market value appraisals for vacant land, and residential and commercial properties.

- Provide appraisals meeting the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (49 CFR Part 24) for federally assisted projects
- Provide as-is and as-completed appraisals for vacant land, residential, and commercial property
- Perform inspections of the subject properties
- Provide an appraisal report which includes the following:
  - Extent of the property inspection and description of the surrounding neighborhood or project area
  - Analysis of relevant market information and comparable properties
  - Physical characteristics of the subject property, including property dimensions, layout and photographs
  - Value being appraised
  - Assumptions and limiting conditions of the appraisal
  - Title information, including known and observed encumbrances
  - Present use, location and zoning information
  - Five (5) year sales history of the property
  - Highest and best use of the property
  - Date and type of valuation and date of appraisal report
  - Conclusions and certification of the appraiser
  - Maintain Regular and Effective Communication with DCD
- Other related duties as requested

## **Architectural**

The general scope of the architectural service contract will include: design, bid and construction administration, and construction inspection.

- Design for new residential and commercial projects, renovation, and rehabilitation
- Review and preparation of drawings and specifications
- Review of shop drawings and material submittals
- Coordination of construction bids and contract awards
- Construction administration
- Construction inspections for invoice approval and quality control
- Review and assessment of construction schedules, change orders, and budgets
- Review and assessment of construction punch list for project closeout
- Participate in pre-construction and progress meetings
- Prepare and maintain inspection logs, reports, and digital photographs
- Report actual and potential problems related to construction performance and work conditions to DCD
- Maintain regular and effective communication with DCD
- Other related duties as requested

### III. Response Requirements and Instructions:

Responses must include a Statement of Qualifications and a Cost Proposal, as further described below. The Cost Proposal will not be used as part of the Selection Criteria (see part “D”), but will be used as the basis for negotiating a contract price and to demonstrate cost reasonableness in compliance with the [Office of Management and Budget Circular A-87](#).

#### 1. Statement of Qualifications

- a) **Overall/Corporate Qualifications:** the response must include a comprehensive statement of the firm’s qualifications, including the firm’s experience and capacity to provide the Scope of Services. The response must also include the location of the office that will serve as the primary location for delivery of services.
- b) **Qualifications of Key Personnel:** the response must identify and provide qualifications for personnel that will be primarily responsible for delivery of services (“Key Personnel”). Full resumes of key personnel must be included.
- c) **Work History:** the response must include a work history relative to the Scope of Services for the past two (2) years. The Work History must include the name and owner of the project, cost of services provided, identification of Key Personnel providing services under the contract, status of the contract, and references.
- d) **Licenses, Insurance and Special Designations:** the response must include relevant professional licenses of the firm or Key Personnel; evidence of liability insurance; and any designation as a minority-owned (MBE), woman-owned (WBE), disadvantaged or Section 3 (as identified by the U.S. Department of Housing and Urban Development) business. DCD encourages participation of Section 3, MBE, and WBE businesses.

#### 2. Cost Proposal

- a) Each response must include a per-hour fee schedule for the period of January 1, 2022 to December 31, 2024, for all personnel that will provide services. A cost escalator for hourly fees is allowable on an annual basis.
- b) The Cost Proposal must also include a list of fees for incidentals such as travel, printing, and duplication.

#### 3. Submission Instructions

- a) **Submission Format:** DCD uses an electronic submission format, available on DCD’s website at <https://www.chesco.org/1924/Apply-for-Grants>. Applicants must complete and submit the electronic application form and all required attachments. Applications in any other format will not be considered for funding.
- b) **Contact Information:** All questions concerning this RFP shall be directed to (whenever possible, all inquiries shall be made via e-mail):

**Trish Hennessy, Planner II**  
[phennessy@chesco.org](mailto:phennessy@chesco.org)  
**610-344-5412**

- c) **Length of Contract:** The term of the contract will be from January 1, 2022 to December 31, 2024.
- d) **Due Date:** Completed applications are due by **3:00 p.m. on Friday, October 29, 2021.**
- e) **Attachments:** Applicants are required to submit the following:
  - Proof of Insurance
  - Recent Audit or Financial Statements
  - Resumes of Key Personnel
  - Cost Proposal
  - Evidence of Licenses
  - Identification of other projects
  - **Applications will not be accepted by the electronic system without the required attachments.**

#### IV. Selection Criteria

A fixed-price contract for general engineering services will be awarded based on the following criteria:

1. **Firm Qualifications (35 Points)** – DCD will focus on the overall experience and qualifications of the firm relative to the scope of services.
2. **Key Personnel Qualifications (30 Points)** – DCD will evaluate specialized qualifications and project experience of key personnel.
3. **Work History (20 Points)** – DCD will evaluate the firm’s record of completed projects and past performance.
4. **Capacity (15 Points)** – DCD will consider the firm’s ability to provide responsive, flexible, quality services, including the location of the firm’s primary office relative to the project site.

#### V. County Requirements

1. **Reports and Monitoring:** As a recipient of public funds, all successful applicants who sign a contract with DCD will be required to fully comply with ongoing reporting and monitoring requirements. Depending on the activity funded, for sub-recipients, this requirement could entail completion of detailed quarterly reports on all clients served, monthly or quarterly invoicing, and programmatic and fiscal monitoring.
2. **Certifications and Reservations:** Provision of services specified in this RFP requires substantive knowledge and understanding of the applicable rules and regulations. Recipients of federal, state, or local funding must certify compliance with applicable funding regulations and adhere to applicable definitions described in this Application Instructions & Guidelines. Additional certifications may be required depending on the specific program.

3. **Proposal Rejections:** The County reserves the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. The County reserves the right to waive any and all technical requirements and informalities, as it deems necessary. No costs associated with the preparation or submission of this application are reimbursable.