

**RFP RECEIPT  
CONFIRMATION  
PAGE**

**BY SIGNING AND FAXING THIS PAGE TO  
(814) 451-6065 YOU ARE CONFIRMING RECEIPT  
OF THE ATTACHED RFP**

**PLEASE RETURN WHETHER  
RESPONDING OR NOT**

**IF YOU HAVE QUESTIONS, PLEASE CALL (814) 451-6432**

**COMPANY:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**COUNTY OF ERIE**

**DEPARTMENT OF ADMINISTRATION**

**BUREAU OF PURCHASING**

  

**PROPOSAL DOCUMENTS**

**FOR**

**COUNTY WIDE COMPREHENSIVE HOUSING PLAN**

  

**FOR THE**

**ERIE COUNTY DEPARTMENT OF PLANNING AND COMMUNITY  
DEVELOPMENT**

**TO BE OPENED: December 11<sup>th</sup>, 2024 at 10:30 AM**

**LEGAL NOTICE**

**The Erie County Department of Planning is accepting proposals for the development of a Comprehensive Housing Plan for Erie County, Pennsylvania.**

**Detailed information on the services required by the County of Erie as part of this project effort is outlined in a “Request for Proposals” (RFP). Contractors interested in submitting a proposal may obtain a copy of the RFP by contacting the Erie County Department of Planning at [aheldt@eriecountypa.gov](mailto:aheldt@eriecountypa.gov) or (814) 451-7339, Monday through Friday, 8:00 AM through 4:00 PM. Written inquiries for a copy of the RFP should be submitted to Erie County Department of Planning, 150 East Front Street, Suite 300, Erie, PA 16507.**

**Sealed proposals (five copies) must be received at the Erie County Controller’s Office, Erie County Courthouse, Room 107, 140 West 6<sup>th</sup> Street, Erie, PA 16501, no later than December 11<sup>th</sup> at 10:30 AM, at which time and place all proposals will be publicly opened. The County of Erie will not accept any proposal submitted after this deadline. Each proposal should include itemized prices for Erie County’s Priority Plan and Erie City’s Priority Plan.**

**The County of Erie reserves the right to reject any proposals, or parts thereof, and at their discretion, conduct negotiations, and request oral presentations. The County encourages responses from minority, disadvantaged, and women business enterprises. No individual or firm responding to this notice will be discriminated against because of race, religion, handicap, sex, or national origin. The County of Erie is an equal opportunity employer.**

**Abby Heidt  
Housing Rehabilitation Program Administrator  
Erie County Department of Planning**

**Advertise: November 18<sup>th</sup>, 2024  
November 26<sup>th</sup>, 2024**

**Please charge to Account #L0960556 – Thank you!**

**COMPREHENSIVE HOUSING PLAN FOR THE  
ERIE COUNTY DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**GENERAL SPECIFICATIONS**

**FAILURE TO ADHERE TO THESE GENERAL SPECIFICATIONS WILL RESULT IN  
YOUR RFP BEING REJECTED!**

- 1. It is the intent of the County to request proposals for the Comprehensive Housing Plan for the Erie County Department of Planning and Community Development.**
- 2. All RFPs must be submitted in sealed envelopes labeled “Comprehensive Housing Plan for the Erie County Department of Planning and Community Development”, hand-delivered or received by mail at the Office of the County Controller, Erie County Courthouse, 140 West 6th Street, Room #107, Erie, PA 16501, on or before December 11<sup>th</sup>, 2024 at 10:30 AM. RFPs will be opened at that time.  
\*If you would like to attend the opening via Zoom, please contact Marie Lewis, Erie County Controller’s Office at (814) 451-6365 or [mlewis@eriecountypa.gov](mailto:mlewis@eriecountypa.gov).**
- 3. The County of Erie reserves the right to accept or reject any or all RFPs, to reject any proposals or parts thereof, to waive any defects in form or technicalities, or to advertise for new RFPs where acceptance, rejection, waiving or advertising of such would be in accordance with the best interest of the County; also, to sit and act as the sole judge of the merit and qualifications of the equipment, supplies or services offered. Any interpretation of equivalency shall be determined finally and conclusively by the County of Erie.**
- 4. The RFP shall disclose any conflict of interest that arises or may arise with regard to the potential contract. Conflict of interest arises if any County official or employee has any financial interest, direct or indirect, in the potential contract.**
- 5. The vendor shall not be allowed to take advantage of any errors, inconsistencies, irregularities or omissions in the specifications. Where errors, inconsistencies, irregularities or omissions appear in the specification, the vendor will promptly notify the County of same prior to the time set for the RFP opening.**
- 6. The successful bidder will be required to sign a contract containing the following provision: Equal Employment Opportunity Clause. (a) (1) The contractor shall not discriminate against any employee or applicant for**

employment because of race, color, disability of the person, religious creed, ancestry, age, familial status, sex, gender identity, sexual orientation, natural origin, criminal history or source of income. The contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, disability of the person, religious creed, ancestry, age, familial status, sex, gender identity, sexual orientation, natural origin, criminal history or source of income. As used herein, "treated" means and includes, without limitation, the following: recruited, whether advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated. The contractor agrees to and shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officers setting forth the provisions of this nondiscrimination clause. (2) The contractor shall in all solicitations or advertisements for employees place by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, disability of the person, religious creed, ancestry, age, familial status, sex, gender identity, sexual orientation, natural origin, criminal history or source of income. (3) The contractor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of the contractor's commitment under the Equal Employment Opportunity Clause of the County, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. (4) The contractor shall furnish all information and reports requested by the County Executive or the County Council to ascertain compliance with the program. (5) The contractor shall take such action with respect to any subcontractor as the County may direct as a means of enforcing the provisions of subsections (a)(1) to (8) hereof, including penalties and sanctions for noncompliance, provided, however, that in the event the contractor becomes involved in or is threatened with litigation as the result of such direction by the County, the County shall enter into such litigation as is necessary to protect the interests of the County to effectuate the County's Equal Employment Opportunity Program, and in the case of contracts receiving federal assistance, the contractor or the County may request the United States to enter into such litigation to protect the interests of the United States. (6) The contractor shall file and shall cause his subcontractors, if any, to file compliance reports with the County. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs, and

- statistics of the contractor and his subcontractor's. (7) The contractor shall include the provisions of subsections (a) (1) through (8) of the Equal Employment Opportunity Clause in every subcontract or purchase order so that such provisions will be binding upon each subcontractor or vendor. (8) Refusal by the contractor or subcontractor to comply with any portion of this program as herein stated and described will subject the offending party to any and all of the following penalties: (a) Withholding of all future payments under the involved public contract to the contractor in violation until it is determined that the contractor or subcontractor is in compliance with the provisions of the contract; (b) Refusal of all future bids for any public contract with the County or any of its departments or divisions until such time as the contractor or subcontractor demonstrates that he has established and shall carry out the policies of the program as herein outlined. (c) Cancellation of the public contract and declaration of forfeiture of the performance bond; (d) In cases in which there is substantial or material violation or the threat of substantial or material violation of the compliance procedure of as may be provided for by contract, appropriate proceedings may be brought to enforce those provisions, including the enjoining, within applicable law, of contractors, subcontractors, or other organizations, individuals, or groups who prevent directly, indirectly, or seek to prevent directly or indirectly, compliance with the policy, as herein outlined.
7. All RFPs must be made on the RFP Form furnished by the County. No RFP will be considered unless the RFP Form is properly signed.
  8. THE RFP PACKAGE MUST INCLUDE THE ORIGINAL RFP FORM AND NON-COLLUSION AFFIDAVIT AND FIVE (5) COPIES OF THE SAME PLUS THE ORIGINAL AS WELL AS AN ELECTRONIC VERSION. THE COUNTY OF ERIE ALSO REQUIRES THIS RESPONSE TO BE SUBMITTED IN ELECTRONIC FORM, I.E. – CD/ROM, THUMBDRIVE.
  9. The County is not liable for non-receipt of RFPs if sent by mail, late delivery of same, if hand-delivered after the time set for the RFP opening or addressed to any other County employee or office other than the County Controller's Office.
  10. The County will not be responsible for any costs incurred by the vendors in responding to this RFP Form or any costs incurred in responding to any demonstrations or samples required.
  11. Any discounts or terms must be shown on the RFP Form. Such discounts, if any, may be computed and considered in tabulating of the RFPs.

12. All freight and other costs shall be included in the RFP price.
13. In consideration of furnishing the equipment and/or performing the services called for herein, the supplier will be paid within thirty (30) days of invoice receipt.
14. Any questions with respect to the General Specifications contained in this RFP should be directed to Erica Coe, Manager of Procurement at (814) 451-6244 or [ecoe@eriecountypa.gov](mailto:ecoe@eriecountypa.gov) during normal working hours.
15. Any questions with respect to the Technical Specifications contained in this RFP should be directed to Abby Heidt, Housing Rehabilitation Program Administrator, at (814) 451-7339 or [aheidt@eriecountypa.gov](mailto:aheidt@eriecountypa.gov) during normal working hours.
16. The County is exempt from all State of PA sales tax by State law.
17. The Non-Collusion Affidavit attached to these specifications must be completed and submitted with the RFP Form. Failure to do this will result in disqualification of the RFP. Instructions are as follows:
  - A. This Non-Collusion Affidavit must be executed by the member, officer or employee of the vendor who makes the final decision on prices and the amount quoted in the RFP.
  - B. RFP rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of RFPs are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, necessary, of all other persons employed or associated with the vendor with responsibilities associated with the vendor with responsibilities for the preparation, approval or submission of the RFP.
  - C. In the case of a RFP submitted by a joint venture, each party to the venture must be identified in the RFP documents and an Affidavit must be submitted separately on behalf of each party.
  - D. The term “complementary RFP” as used in the Affidavit has the meaning commonly associated with that term in the responding process and includes the knowing submission of RFPs higher

than the RFP of another firm, any intentionally high or non-competitive RFP and any other form of RFP submitted for the purpose of giving a false appearance of competition.

18. The vendor shall include in the RFP all costs of labor, materials, equipment, allowances, fees, permits, applicable taxes, insurance and contingencies with overhead and profit necessary to produce those portions of work covered by the specifications without further cost to the owner.

19. Successful bidder may be required to provide PA CHILD ABUSE CLEARANCES, PA CRIMINAL HISTORY CLEARANCE AND FBI FINGERPRINT CLEARANCE in order to obtain the appropriate security clearances for each individual who will be working for the vendor in any County building. The expense for the above clearances is the responsibility of the successful bidder not the County of Erie.

20. Successful vendors will be required to obtain the appropriate security clearances for each individual who will be working for the vendor in any County facility.

21. RFPs shall include the complete fabrication, finishing, delivery and setting in place ready for use of the equipment herein specified, all in accordance with these specifications. Any part or accessory not specifically mentioned herein, which is normally part of the equipment or necessary to complete installation of the same, shall be included in the RFP price. The County will be responsible for supplying adequate electrical power at the installation site.

22. The vendor may include with the RFP a brochure containing photographs, technical specifications and any other features of the bid equipment to completely inform the County of Erie concerning the equipment the vendor proposes to furnish and install.

23. RFPs may be held by the County for a reasonable amount of time, to be determined by the County, for the purpose of reviewing the RFPs and investigating the qualifications of vendors prior to awarding the contracting.

24. The awarding of the contract shall be contingent upon the approval of funds by the County of Erie or any other governmental agencies or any other necessary source.



**25. The following are absolute minimum specifications. The County requests that the vendor not bid any machine that does not meet specification without condition.**

**The Pennsylvania Right-to-Know Law, Act of February 14, 2008, P.L. \_\_\_\_, 65 P.S. Section 67.101, et seq. (Act No. 2008-3) provides in Section 506(d)(1) that “(a) public record that is not in the possession of an agency (the County) but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the agency, and which directly relates to the governmental function and is not exempt under this act, shall be considered a public record of the agency for purposes of this act.”**

**The SERVICE PROVIDER hereby agrees that if the County receives a request under the act for records of the SERVICE PROVIDER and the County Open Records Officer or Deputy determines that these records must be provided for County to comply with the act under this section the SERVICE PROVIDER will supply these records to County so that they may be made available to the requestor for inspection and/or copying.**

**FAILURE TO ADHERE TO THESE GENERAL SPECIFICATIONS WILL RESULT IN YOUR RFP BEING REJECTED!**

NON-COLLUSION AFFIDAVIT

County Wide Comprehensive Housing Plan  
for the Erie County  
Department of Planning  
& Community Development

State of \_\_\_\_\_:

: S.S.

County of \_\_\_\_\_:

I state that I am \_\_\_\_\_ of \_\_\_\_\_ and that I am  
(TITLE) (NAME OF FIRM)  
authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I  
am the person responsible in my firm for price (s) and the amount of this RFP.

I state that:

The price (s) and amount of RFP have been arrived at independently and without consolation,  
communication or agreement with any other contractor, vendor or potential vendor.

Neither the price (s) nor the amount of this RFP and neither the approximate price (s) nor  
approximate amount of this RFP, have been disclosed to any other firm or person who is  
vendor or potential vendor and they will not be disclosed before RFP opening.

No attempt has been made or will be made to induce any firm or person to refrain from  
responding on this contract or to submit a RFP higher than this RFP or to submit any  
intentionally high or noncompetitive or other form of complementary RFP.

The RFP of my firm is made in good faith and not pursuant to any agreement or discussion  
with or inducement from any firm or person to submit a complementary or other  
noncompetitive RFP.

\_\_\_\_\_, its affiliates, subsidiaries, officers, directors and  
(NAME OF FIRM)  
employees are not currently under investigation by any governmental agency and have not in  
the law four years been convicted or found liable for any act prohibited by State or Federal  
Law in jurisdiction, involving conspiracy or collusion with respect to responding on any public  
contract except as follows:

I state that \_\_\_\_\_ understands and acknowledges that  
(NAME OF FIRM)  
the above representations are material and important and will be relied on by the County of Erie in awarding the contract (s) for which this RFP is submitted. I understand and my firm understands that misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Erie of the true facts relating to the submission of RFPs for this contract.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
COMPANY POSITION

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

---

**COUNTY-WIDE COMPREHENSIVE HOUSING PLAN FOR THE  
ERIE COUNTY DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT****TECHNICAL SPECIFICATIONS****I. Introduction**

Erie County, Pennsylvania, seeks proposals from qualified firms or consulting teams to develop a comprehensive and strategic county-wide housing plan that addresses key housing challenges and opportunities throughout the county. The plan will focus on an analysis of housing conditions, availability and attainability of housing, demographic trends, while also recommending how to address gaps in availability, improve quality of housing, remediate/remove blight, rehabilitate fair or poor condition houses, and provide services to first-time homeowners. The County is seeking proposals for a county-wide plan, with a chapter focused on the City of Erie, see Section IV City of Erie.

**II. Project Overview**

Erie County is experiencing various housing challenges, including aging housing stock, blight, and lack of availability. To ensure that all residents have access to safe and attainable housing, this comprehensive plan will evaluate the current housing landscape, assess demographic trends, and offer recommendations for improving the county's housing ecosystem.

**III. Community Background**

The County of Erie Pennsylvania is the northernmost county in Pennsylvania along the shores of Lake Erie. It is bordered between New York and Ohio. Erie County is a diverse community with a population of about 270,000. The area has a mix of urban, suburban, and rural environments, with the City of Erie serving as the economic and cultural hub. Historically reliant on manufacturing, the local economy has diversified into healthcare, education, insurance, and services, though poverty and unemployment remain higher than national averages. The county's demographic profile includes an aging population, a significant number of students due to local colleges, and a growing immigrant and refugee community, creating various housing needs. Since 2021, with three refugee resettlement agencies, the City has received more than 3,000 new arrivals from around the world.

Erie County's housing stock is older, with 1957 as the median age of housing, leading to increased demand for rehabilitation and affordable housing, especially for low-income families and seniors. Blight and vacancy issues are prominent in some neighborhoods, particularly within the urban core, providing opportunities for redevelopment. Efforts to address affordable housing, reduce blight, and serve special populations like seniors, refugees, and those experiencing homelessness are ongoing, supported by both local initiatives and federal funding programs like HUD's CDBG and HOME programs. A comprehensive housing plan should focus on revitalization, sustainability, and accessible, attainable housing solutions.

#### IV. Plan Priorities

The selected firm will be responsible for the following key goals:

- a. Define County Rehabilitation Program Opportunities**

Develop an assessment plan to strategically identify areas in need of housing rehabilitation across Erie County. Focus on evaluating the condition of housing stock and prioritizing areas where rehabilitation can have the greatest impact on improving housing quality, preserving attainable housing, and supporting community development efforts.
- b. Blight Prevention and Control**

Evaluate existing processes for identifying and addressing blighted properties, and recommend strategies for prevention, control, and rehabilitation in partnership with municipal code enforcement teams and the Erie County and City of Erie Land Banks.
- c. Housing Needs and Options Assessment**

Conduct a comprehensive evaluation of Erie County's current housing market, assessing available housing options across all income levels. This assessment will analyze existing housing stock, rental units, and homeownership opportunities, identifying where safe and attainable housing exists and where gaps remain. The focus will be on equitable access to quality housing for low- to moderate-income households, while also addressing the needs of middle- and higher-income groups to foster balanced community development.
- d. Addressing Service Gaps**

Assess current services provided to residents and identify gaps in services, with recommendations for improvements. This should include, but not be limited to, services related to housing assistance, repairs, and support for first-time homebuyers.
- e. Quality and Affordability Recommendations**

Provide recommendations for enhancing the overall quality and affordability of housing in Erie County, focusing on long-term sustainability and resilience.
- f. Housing Needs for Vulnerable Populations**

Determine the current and future housing needs of specific populations, including disabled individuals, the elderly, those experiencing chronic homelessness, students aging out of foster care, immigrants and refugees, and other vulnerable groups. Provide recommendations for meeting these needs through new construction, rehabilitation, or service enhancements.

#### V. Scope of Work

- a. Collect and Analyze Data**

Gather and analyze data on Erie County's housing market, current housing conditions, and service provisions. This may include surveys, interviews, public forums, and coordination with local municipalities and stakeholders.

**b. Engage Stakeholders**

Conduct stakeholder meetings with local governments, housing authorities, non-profits, service providers, realtors, developers, and residents to ensure a wide range of input is considered.

**c. Conduce a Market and Needs Assessment**

Perform a comprehensive housing market assessment to understand trends, challenges, and opportunities. Analyze the demand for housing, the availability of housing, and potential areas for development or rehabilitation. Provide best practice to attract housing developers.

**d. Review Blight Control Strategies**

Review current processes for identifying and remediating blighted properties and propose strategies for control, prevention, and rehabilitation in coordination with municipal code enforcement teams and the Land Banks.

**e. Assess Service Gap**

Evaluate the availability and effectiveness of current housing services provided within the county and the city. Identify gaps and propose solutions to ensure all residents have access to necessary support, including: rehabilitation, housing assistance, and services for first-time homebuyers.

**f. Provide Housing Recommendations**

Based on the assessments, provide short- and long-term recommendations to improve housing attainability, quality, and availability. Recommendations should include strategies for policy changes, funding opportunities, development priorities, contractor incentives, roles/responsibilities, and creative solutions for all populations.

**g. Identify Future Needs for Rural Housing Development**

Evaluate infrastructure limitations in rural areas that impact housing livability and growth, including access to water, sewage, transportation, and reliable energy. Develop recommendations for future housing development that address these critical infrastructure needs, fostering more sustainable and accessible rural housing.

**h. Develop Targeted Outreach Strategies for Rural Communities**

Create and implement outreach strategies tailored to engage hard-to-reach rural residents, ensuring awareness and participation in housing programs. Utilize partnerships with local organizations, mobile outreach efforts, and digital resources to ensure equitable access to housing information, rehabilitation programs, and support for rural populations.

**i. Draft Final Report and Presentation**

Deliver a comprehensive final report that includes all findings, assessments, and recommendations. Present the findings and recommendations to the Erie County government, City of Erie government, and relevant stakeholders. The contractor must provide a detailed cost breakdown for both the county plan and the city plan, itemizing expenses to clearly differentiate costs associated with each plan and ensuring transparency in allocation.

## VI. City of Erie

### a. Background

The City of Erie has unique challenges and opportunities, which require a more in-depth analysis. The City is 19.28 square miles and includes the poorest zip code in the state of Pennsylvania (16501), 16 Qualified Census Tracts (QCTs), and 14 existing LIHTC Projects. Census data indicates that 16,922 people live within 6,845 households in these Census Tracts, and are 49% non-white, with a median age of 35.7, 16% over the age of 65, and 49% poverty rate with a median household income of only \$21,005.63.

In the last seven years, the City has prioritized jobs and housing, significantly increasing investment in economic and community development and neighborhood revitalization. The City understands that addressing housing needs is a key piece in driving economic development and population growth while ensuring that the needs of current residents are met.

The City is in need of a comprehensive city-wide housing strategy focused on the entire housing continuum - affordable, workforce, market-rate, and permanent supportive housing. This plan should provide strategies to assess blight removal processes, remove barriers associated with developing and accessing quality affordable housing, create a strategy to develop a pipeline of potential first-time homebuyers, identify the role of entities who will work on implementation (whether that be acquisition, demolition, remediation, rehabilitation, training and education, or the provision of resources/services), and incentivize new housing production in the city.

Barriers to creating quality housing opportunities in the City of Erie include:

- i. Blighted properties
- ii. Decline in population
- iii. Declining property values
- iv. Aging housing stock
- v. Cost of improvements/materials
- vi. A shortage of quality affordable housing
- vii. Language and literacy barriers
- viii. Lack of knowledge about City resources
- ix. Lack of contractors
- x. Lack of a comprehensive city-wide housing strategy
- xi. Increasing rents due to demand for housing
- xii. Inability of low-income residents to address code violations
- xiii. An increase in homelessness since the COVID-19 pandemic

**b. Plan Priorities**

Tasks to support the City of Erie in the development of a city-specific strategy are to:

- i. Facilitate meetings with neighborhood groups, community centers, community development corporations, the Housing Authority of the City of Erie, the Redevelopment Authority of the City of Erie, Habitat for Humanity, and Housing and Neighborhood Development Services (HANDS) to develop a strategy.
- ii. Engage in conversations with the City's Immigrant and Refugee Liaison, the Community Liaison, the Neighborhood Resource Coordinators, the Communications Department, the Erie Neighborhood Growth Partnership, the Mayor's New American Council, Hispanic Latine Advisory Council, Labor Roundtable, Business Council, LGBTQ+ Advisory Council, Strengthening Police Community Partnership Council, and Disability Roundtable to obtain input into the current housing situation, community needs, and a new housing production/renovation initiative.
- iii. Facilitate meetings with the refugee resettlement agencies to identify solutions for new arrivals.
- iv. Develop strategies to incentivize contractors and landlords to engage in new housing production and/or rehabilitation and renovation of existing properties to ensure quality housing stock.
- v. Identify strategies to subsidize the purchase of residential units by low-income residents and first-time homebuyers.

The City seeks to eliminate barriers to quality affordable housing, homeownership, and inclusive communities; incentivize the production of new affordable housing units and new workforce housing units; rehabilitate poor or unsound rental properties; and acquire and renovate properties for affordable homeownership.

**c. Scope of Work**

- i. **Collect and Analyze Data**  
Gather and analyze data on Erie City's housing market, current housing conditions, and service provisions. This may include surveys, interviews, public forums, and coordination with the City of Erie and stakeholders.
- ii. **Engage Stakeholders**  
Conduct stakeholder meetings with the City of Erie, housing authorities, non-profits, service providers, realtors, developers, and residents to ensure a wide range of input is considered.
- iii. **Facilitate Meetings of City Steering Committee**  
Meet regularly with a City Steering Committee convened by the City to oversee the development of the comprehensive city-wide housing strategy.



- iv. **Conduct a Market and Needs Assessment**  
Perform a comprehensive housing market assessment to understand trends, challenges, and opportunities. Analyze the demand for housing, the availability of housing, and potential areas for development or rehabilitation. Provide best practice to attract housing developers.
- v. **Review Blight Control Strategies**  
Review current processes for identifying and remediating blighted properties and propose strategies for control, prevention, and rehabilitation in coordination with the City of Erie code enforcement team and the Land Bank.
- vi. **Assess Service Gaps**  
Evaluate the availability and effectiveness of current housing services provided within the city. Identify gaps and propose solutions to ensure all residents have access to necessary support, including: rehabilitation, housing assistance, and services for first-time homebuyers.
- vii. **Provide Housing Recommendations**  
Based on the assessments, provide short- and long-term recommendations to improve housing attainability, quality, and availability. Recommendations should include strategies for policy changes, funding opportunities, development priorities, contractor incentives, roles/responsibilities, and creative solutions for vulnerable populations.
- viii. **Draft Final Report and Presentation**  
Deliver a comprehensive final report that includes all findings, assessments, and recommendations. Present the findings and recommendations to the City of Erie government and relevant stakeholders. The contractor must provide a detailed cost breakdown for the City of Erie's plan, separate of that of the County's.

## VII. Proposal Submission

The proposal submission, and 5 copies, must include the following:

- a. Cover Letter, including:
  - i. The respondent's name, mailing address, and nearest office location;
  - ii. Identification of the contact person for the respondent's firm, including all contact information;
  - iii. A statement that the proposal is in response to the Erie County Comprehensive Housing Plan
- b. Non-collusion Affidavit
- c. Respondent's Experience and Qualifications
  - i. A statement discussing the Consultant's experience and history in creating a comprehensive housing plan in a timely manner, particularly for governmental agencies in State of Pennsylvania;
  - ii. Key Personnel Qualifications and Experience - Submit resumes summarizing qualifications, experience, and areas of expertise of

project manager, key staff and any support staff likely to be assigned to the work.

- d. Basis for Compensation
  - i. Provide a Fee Proposal. The Fee Proposal consists of the Consultant’s proposed all-inclusive corresponding hourly rates. Rates shall be flat billing rates and shall include all overhead, profit, benefits, etc. by hourly rate for the professional who will complete the analysis.
  - ii. Contractor may invoice the Erie County Department of Planning and Community Development monthly for the number of hours worked within that period.
  
- e. Timeline of Plan
  - i. Contractors are required to include a detailed project timeline. This timeline should outline key milestones, phases, and estimated completion dates, demonstrating a clear and efficient path to project delivery. The timeline will be a critical component of the evaluation process.
  
- f. RFP Form

**VIII. Evaluation Criteria**

The Erie County Department of Planning and Community Development and Comprehensive Housing Plan team will evaluate each written proposal. Responses to this RFP will be evaluated under a scoring system that awards points up to the maximum set forth in the following criteria:

<u>Criteria</u>	<u>Points</u>
Quality of Proposal/ Timeline of Plan	30
Qualifications of Key Personnel/ Experience in Providing Services	30
Capacity to Meet Requirements	20
Fees	20

**IX. Questions & Clarifications**

The Erie County Department of Planning and Community Development reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The County reserves the right to request clarifying information subsequent to submission of the proposal.

**X. Small and/or Minority-Owned Business**

Efforts will be made by the Erie County Department of Planning to utilize small businesses and minority owned businesses. A contractor qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

**XI. Contract Award**

The selected contractor acknowledges that this project is contingent upon the receipt of funding from the Pennsylvania Department of Community and Economic Development's MAP Grant. Following the grant approval, which is anticipated for May/June 2025, project initiation will occur promptly. The contractor is expected to account for this timeline in their proposal and ensure that the agreed-upon price remains consistent once funding is secured and the project commences.

**RFP FORM**

**Having carefully studied the preceding Specification and being thoroughly familiar with all requirements set forth herein, all attendant conditions, the undersigned agrees to supply all services and materials required therein for the following sum (s):**

COUNTY      TOTAL RFP \$ \_\_\_\_\_  
CITY          TOTAL RFP \$ \_\_\_\_\_

**The undersigned acknowledges the right of the County of Erie to reject any or all RFPs and to waive any defects in form.**

**I (we) certify that this RFP was prepared independently and without collusion with any known vendors.**

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**The undersigned acknowledges receipt of the addenda, if any:**

**Addendum No. \_\_\_\_\_, dated \_\_\_\_\_**