REQUEST FOR QUOTATIONS
FOR
PROFESSIONAL
CONSULTING SERVICES

**Assistance To Local Governments – A Community Capacity Building Program
Regional Forums in the SEDA-COG Region**

EQUAL HOUSING OPPORTUNITY

Quotations Solicited by:
Frankie Hockenbrocht
Community Capacity Coordinator
SEDA-Council of Governments
201 Furnace Road
Lewisburg, PA 17837

REQUEST FOR QUOTATIONS

SEDA-Council of Governments (SEDA-COG) is requesting quotations for the purchase of professional consulting services. These services include all necessary design and implementation of facilitation sessions with key stakeholders in the 11-county region. For questions please contact:

Frankie Hockenbrocht, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Details are also available at www.seda-cog.org – Requests for Proposals/Quotes

Quotations will be accepted by SEDA-COG no later than 11:00 AM prevailing time on Wednesday, November 16, 2022 at which time they will be publicly opened at the SEDA-COG Offices at 201 Furnace Road, Lewisburg, PA 17837. Quotations shall be on the forms required, sealed, and clearly marked on the outside, "Consulting Services Quotation," and submitted to:

Frankie Hockenbrocht, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.

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SEDA-COG, proposes to use a recently approved Appalachian Regional Commission (ARC) grant to conduct facilitated sessions with key stakeholders in the 11-county region. The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to implementation. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental consulting responsibilities not currently identifiable.

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Quotations shall include the attached "Standard Cost Estimate" and be submitted to:

Frankie Hockenbrocht, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

</div>

All quotations shall be sealed and clearly marked on the outside, "Consulting Services Quotation," and must be received by 11:00 AM, prevailing time, November 16, 2022, at which time they will be publicly opened at the SEDA-COG Offices at 201 Furnace Road, Lewisburg, PA 17837.

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Questions regarding this quotation should be directed to:

Frankie Hockenbrocht, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
fhockenbrocht@seda-cog.org

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INTRODUCTION/BACKGROUND

This section provides a brief description of SEDA-COG, a history of the project, a basic outline of the project, and the general scope of work. SEDA-COG expects the consultant will use its expertise and experience to make recommendations regarding the scope of work needed to satisfy the objects of the project in a timely manner.

SEDA-COG was designated as a Local Development District (LDD) since 1968 and has managed numerous federal awards over the last several decades. The organization has decades of experience working with the counties and local governments in the region, and on a regular basis helps to identify economic and community needs and opportunities. SEDA-Council of Governments enhances the quality of life and economic advantage for residents and businesses in 11 central Pennsylvania counties through its vital partnerships and initiatives. The SEDA-COG Local Development District (LDD) is situated in the heart of Pennsylvania, and includes the counties of Centre, Clinton, Columbia, Juniata, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, and Union (see **Exhibit A**).

In 2022, the Appalachian Regional Commission (ARC) awarded SEDA-COG a grant to develop a Community Capacity Building Program. With the Build Back Better Framework providing significant funding for all types of infrastructure, SEDA-COG has initiated a two-year program designed to coincide with and augment the efforts by ARC to develop a Community Capacity-Building Program.

The program will provide a two-phased approach and comprehensive technical assistance services with regional forums and meetings conducted throughout the SEDA-COG Region. The scope of the work includes providing staff capacity to local governments to define projects, building stakeholder support, and prioritizing projects. Additionally, this program will provide technical assistance to local and county governments for them to develop the public funding strategies to identify, secure, and leverage the ARPA and Infrastructure Investment and Jobs Act funds along with other public and private funding.

The overall purpose of SEDA-COG's Capacity Building for Local Governments during these unprecedented (COVID-19 Pandemic) times is to establish and maintain a comprehensive grant writing and project development capability for local governments that will result in making the communities in the region more livable and resilient.

By providing capacity to the region's municipalities and counties, SEDA-COG will be able to assist with recovery from the COVID-19 Pandemic, provide job opportunities, and grow its economy by making investments in infrastructure and the community. The program is expected to provide a two-phased approach for comprehensive technical assistance services with regional forums and trainings conducted throughout all the phases. Specifically, this project will:

- Assist local governments in advancing community planning, intergovernmental cooperation, project development through grant writing services, and project support for federal and state programs.

- Provide individual capacity and technical assistance for local governments in utilizing various stimulus program funds to serve as a staff extension to identify potential resiliency, mitigation, and economic recovery projects.

- Facilitate regional forums and trainings for local and county governments, economic development providers, and business leaders to share ideas and opportunities for collaboration for larger regional projects. This will include project identification for federal and state resources, including EDA, ARC, Infrastructure Investment and Jobs Act fund, and other COVID-related assistance including CDBG-CV and the Hazard Mitigation Grant Program (HMGP).

- Facilitate trainings, forums, and planning activities targeting county and local governments, organizations, non-profits, and business and community stakeholders.

- Develop projects in partnership with communities and non-profits that will result in infrastructure improvements.

- Provide outreach and assist in pre-project development including data-gathering, community engagement, and public feedback.

Phase I:

Phase I will include the delivery of information and guidance on the appropriation of stimulus funds to the region's 11-counties and 295 local governments. Phase I Technical Assistance will include meeting with counties and municipalities to help educate stakeholders about the eligible use of funds and the identification of projects that are well positioned for funding. Staff capacity will be provided to local governments to define projects, build stakeholder support, and prioritize projects. This work will include conducting regional forums and meetings, and project development for municipalities and counties that have singular or non-complex projects.

Phase 2:

Phase II Project Development will be for public and nonprofits with more complex programs and projects that will leverage other partnerships or resources. Phase II will also include the development of the SEDA-COG Community Capacity-Building Team, to assist communities throughout the region with the development, and funding matrices for the more complex programs and projects, as well as assisting communities with long-term revitalization. Meetings and regional forums will continue throughout this phase.

In February 2022, Dawood Consulting was contracted to develop and host an electronic collection tool, issuing of tool to SEDA-COG managers and directors, issuing tool to the 11-county planning directors, and review of lists of projects and key stakeholders (see **Exhibit B, C, & D**). This work serves as reference for the additional work regarding the Community Capacity Building Program that we are seeking to undertake.

SCOPE OF WORK

The scope of work under this RFP is to have the consultant work with SEDA-COG staff to establish and maintain a comprehensive grant writing and project development capability for local governments that will result in making the communities in the region more livable and resilient. The scope of work for the consultant should be focused on the planning, development, and execution of regional / sub-regional forums. The consultant will also assist in the development and prioritization of projects, and funding strategies.

Specifically, SEDA-COG wishes to engage a consultant to facilitate regional forums for the purposes of completing Phase I and Phase II as listed in the previous pages of this RFP (Page 4), including the following:

1) Identifying potential projects and initiatives and engaging in dialogue with key regional stakeholders about their feasibility, readiness and scope, and potential impact.

2) Developing necessary public and private partnerships to tackle obstacles, identify infrastructure needs, and implementation plan options.

Completing the following minimum objectives below are a requirement of the work being requested:

Regional Forums Organization

The successful proposer will be charged with outlining and creating the Regional forums (which will be divided into Subregional forums) in conjunction with SEDA-COG Staff. Key tasks must include identifying key stakeholders in the region, informing stakeholders about regional capacity building, consulting with key regional stakeholders, identifying major issues in counties and regions, identify potential projects, creating intake forms to formalize project proposals. The successful proposer will work with SEDA-COG staff to develop the meeting invitations (s), meeting materials, agenda, facilitate the process, and prepare meeting summaries. This will include developing a plan for conducting regional forums, including number of meetings, locations (s), geographic coverage area and list of invitees. In addition, meeting minutes and data will be recorded by the successful proposer.

The forums can be conducted in-person both virtually. There can be more than one forum involving the same stakeholders to obtain the necessary information and dialogue. The successful proposer must identify method/approach for the Regional and Subregional forums.

Forums should include a plan for including the following types of entities in the SEDA-COG Region in no order of importance:

Private business leaders, developers, hospitals, travel and tourism entities, universities/colleges/trade schools and developers, elected and appointed officials from counties and local governments; county economic development agencies; industrial development organizations, redevelopment authorities; sewer and water authorities; chambers of commerce, downtown organizations, recreational organizations, workforce development entities, and nonprofits organizations.

To facilitate the gathering of stakeholders in a geographically diverse region, we recommend that counties be divided into smaller regions for forums. SEDA-COG has a preliminary plan for these regions,

however, should the proposer put forth a different regional plan, the proposal will be considered. Here is a preliminary plan for the Regional forums:

Region 1: Lycoming, Union, and Snyder Counties
Region 2: Columbia, Montour, and Northumberland Counties
Region 3: Juniata, Mifflin, and Perry Counties
Region 4: Centre and Clinton Counties

It should be noted that a total of eight (8) Subregional forums are expected, along with four (4) Regional forums. Subregional meetings may include a specific county, be focused on a certain issue, or type of service provider (for example, non-profits or transportation stakeholders). The successful proposer will be working with SEDA-COG staff during this time and shall include this time and effort in **I.** of the Standard Consulting Estimate. The successful proposer will organize eight Subregional forums and four Regional forums. The Regional Forums are expected to be completed between February to June of 2023.

Intake Method/Tool and Planning

The proposer shall help design an electronic/hard copy method for project identification and prioritization purposes, including mapping of potential projects, SEDA-COG envisions a (fee based or free) method that can be used annually and grow from data gained from the Regional forums and Subregional forums. For example, Decision Lens (Used by the Pennsylvania Department of Transportation) and others that the proposer knows of will be considered.

Project Prioritization

The successful proposer shall determine which projects are the highest priority, considering the intake of projects using the intake method/tool and the information and data gathered from the Regional / Subregional forums, previous consulting work done, and intake of potential projects. The goal is to create a project prioritization method that will be lasting, which SEDA-COG can use to annually intake projects and serve the 11-county region, with thoughtful grant/loan project development (For example, some grants are more competitive if they are regional in scope).

Public and Private Partnership Development

After identifying the priority projects in the region, the successful proposer shall provide solutions for addressing critical regional issues, identifying infrastructure needs, and implementation of plan options. The SEDA-COG Community Capacity-Building Team will assist priority projects identified throughout the region with the project development, and funding matrices for the more complex programs and projects, as well as assisting communities with long-term revitalization.

GIS Mapping of Proposed Projects

The proposer shall develop a system for mapping projects that can be interfaced with SEDA-COG's own ArcGIS programs. The goal is to have a geospatial characterization of regional projects in the 11-county region.

Schedule

The proposer shall produce a schedule to complete the tasks described and must align with our schedule in **Exhibit E**. The schedule may be completed prior to the dates in the schedule, but no later.

Draft Report

A comprehensive written final report is a requirement of the successful proposer, memorializing stakeholders, project identification, forums, project prioritization, mapping, intake method and planning of project identification, public and private partnership development. A draft report must be completed by August to September 2023. SEDA-COG staff will review the draft report and make recommendations for the final report.

Final Report

All work including the final report must be completed October to December 2023.

Interviews of proposers and request for examples of previous work may be requested by SEDA-COG at our discretion. It is anticipated that award of the contract to the successful proposer will take place prior to December 30, 2022.

TERMS OF PAYMENT

The successful proposer will be required to enter into a written Professional Services Agreement with SEDA-COG, which will incorporate the information contained in this Request for Quotations and the successful proposer's proposal will be included by reference in the agreement. The successful proposer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this quotation. Payment shall be made to the Consultant on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the Appalachian Regional Commission.

MBE/WBE GOALS

It is the public policy of SEDA-COG, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") business concerns in all projects receiving federal funds from the Appalachian Regional Commission (ARC).

SCHEDULE

A schedule can be found in **Exhibit E**.

QUOTATION SUBMISSION AND EVALUATION

Three (3) copies of the quotation must be submitted to:

Frankie Hockenbrocht, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837

Quotations must be received no later than 11:00 AM on November 16, 2022. **Quotations that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Quotations will be reviewed and evaluated by SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Cost.

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Quotations.

- Relevant experience and past performance.

- Quality of previous work.

- Adequacy of resources/record of completing projects on time, explaining how schedule was met.

- Proposer's commitment to the obligations of Minority Owned Business Enterprises and Women Owned Business Enterprises (MBE/WBE).

Note: Cost is only one of several criteria to be considered in evaluating quotations. SEDA-COG will not publish quotation cost summaries. Proposers are, however, invited to attend the opening.

REQUIRED INFORMATION

Each proposer shall provide all information herein requested. Further, no quotation will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar consulting services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE business concerns who have been contacted and/or to whom commitments have been made. If no solicitation

was made to MBE/WBE's business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the MBE/WBE requirements are not triggered.

SEDA-COG reserves the right to accept or reject any and all quotations or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

STANDARD CONSULTING ESTIMATE

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

   I.   Regional/Subregional Forum Organization,
      intake method/tool and planning, project
      prioritization, public and private partnership $_____
      development, GIS mapping

   II. Draft Report $_____

   III. Final Report $_____

        TOTAL LUMP SUM: $_____

Additional Meetings:

  Lump sum cost for additional meetings
       if requested by SEDA-COG $_____

I, _____, a professional consultant in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the _____ Request for Quotations, and I/we am/are prepared to provide the required services for the above costs.

_____

(SEAL)

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE

MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT

TO BE SUBMITTED WITH THE BID

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name:
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

Company Name & Telephone Number	MBE* (enter code from below)	WBE (X)	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received (Please mark NR If no response was received)	Total Dollar Amount Awarded (If not awarded indicate reason)
Prepared By:			Title:		

*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

Where the goals are not met, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.

2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.

3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

_____
Company Name

_____
Signature   Date
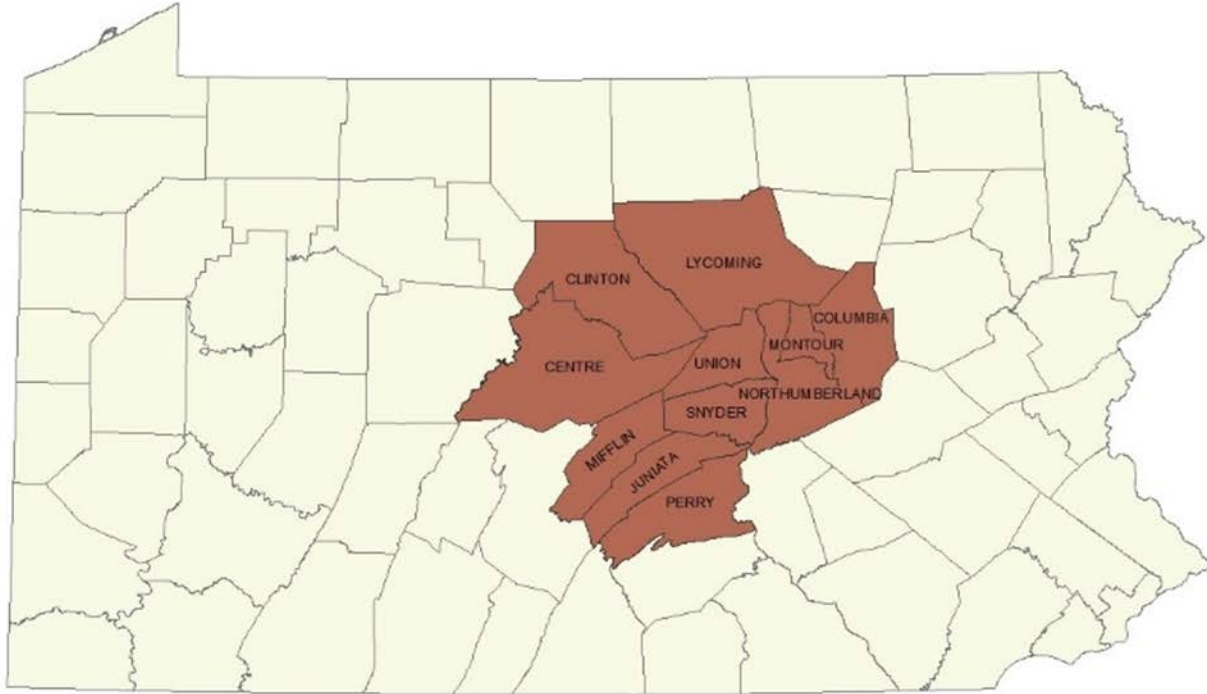
Exhibit A

Map of SEDA-COG Region

Overview of Services

Electronic Collection Tool Development, Deployment and Analysis

As part of this work, set of categories will be defined and then used to prioritize projects in the region. For the purposes of this scope of work, the projects should be defined as "tomorrow" projects. These projects need to be advanced enough, so that with the proper financing, they would be ready for implementation "tomorrow." This may include final engineering and design. A special note – the MPOs/RPOs have a predefined process for identifying eligible transportation projects. This outreach and project identification is not intended to replace this established process but actually compliment it. If transportation projects are identified, they will be provided to the MPO for review.

A preliminary list of the types of projects would include, but not be limited to, water, sewer, stormwater, bridge (not State-owned), street/roadway (not State owned), streetscape, bike and pedestrian, parks and recreation, economic development, redevelopment, blight remediation for housing, brownfield redevelopment, renewable energy, workforce housing, workforce development and training, and broadband.

The initial step in collecting projects will involve outreach to SEDA-COG staff and the County Planning Directors. The SEDA-COG staff will include program managers and directors. The outreach will include collecting projects within a pre-defined set of categories and identifying additional external stakeholders that should be part of additional outreach efforts.

Below is a proposed scope of work to develop and implementing an electronic collection tool to identify projects and other key stakeholders to assist with the identification of other projects.

Task 1 – Develop and Host an Electronic Collection Tool

Work with SEDA-COG staff to develop an electronic collection tool (tool) to be issued to the SEDA-COG Program Managers and Directors and the County Planning Directors for their completion. It is proposed that the tool will be hosted by Dawood. The tool will include a set of pre-approved categories to be used to identify projects. Some of the types of information that will be requested includes name of the project; location of the project; status of project; beneficiaries; among other information.

The tool will also include a section for the County Planning Directors to identify municipal governments, municipal authorities, IDCs/CDCs/EDCs, county authorities, county chambers of commerce, private businesses, hospitals, universities/colleges, travel & tourism entities, developers, and other key stakeholders to meet with to identify projects. Contact information for the key stakeholders will also be requested and included where provided.

A set of instructions will be prepared and provide along with the tool.

Dawood staff will meet with the SEDA-COG staff to review, revise, and finalize the categories, types of projects and tool before it is issued.

DAWOOD
ENGINEERS ⋅ PLANNERS ⋅ SURVEYORS

Task 2 – Issue the Tool to SEDA-COG Managers and Directors

With SEDA-COG's approval, our team will work with SEDA-COG staff to issue the tool to SEDA-COG program managers and directors who work throughout the region on the development and implementation of projects. Dawood will follow-up with the County Planning Directors to work to try and obtain 100% participation and the information requested is provided.

Task 3 – Issue the Tool to the 11 County Planning Directors

Dawood will work with SEDA-COG to issue the tool to the 21 County Planning Directors. It is assumed that the County Planning Directors will be provided ten (10) business days to provide a complete response. Dawood will follow-up with the County Planning Directors to try and obtain 100% participation and the information requested is provided.

Task 4 – Review Lists of Projects and Key Stakeholders

Dawood will review the list of projects and key stakeholders provided by the SEDA-COG Program Directors and Managers. Dawood will provide an electronic list of the initial set of projects and list of the additional key stakeholders that should be a part of additional outreach. Dawood will attend a meeting with the SEDA-COG staff to review and discuss the lists.

Exhibit C

List of projects identified by Dawood, regional county planners, and SEDA-COG Staff:

For a PDF of this list of projects in Exhibit C, please email or contact:

Frankie Hockenbrocht, Project Coordinator
SEDA-COG
201 Furnace Road
Lewisburg, PA 17837
570-524-4491
fhockenbrocht@seda-cog.org

Exhibit D

Link to "County Planning Directors Data Collection Tool" created by Dawood:

https://survey123.arcgis.com/share/84f074a2489846718ef6420d2d90092b

Exhibit E

Schedule

Task	Expected Completion Date
Proposal opening	November 16, 2022
Evaluate Proposals	November to December 2022
Interview shortlist proposers, and ask for previous work examples, if requested (Subject to SEDA-COG's discretion)	December 2022
SEDA-COG to consider approval to contract with successful proposer	December 2022
Kick off meeting	January 2023
Regional Forum Plan Presentation	February 2023
Regional / Subregional Forums	February to June 2023
Draft Report	August to September 2023
Final Report	October to December 2023