

**REQUEST FOR PROPOSALS
FOR 2009**

COMMUNITY REVITALIZATION PROGRAM

ISSUED BY:
CHESTER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT

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Chester County Board of Commissioners
Carol Aichele, Chair
Terence Farrell
Kathi Cozzone

REQUESTS FOR PROPOSALS
FOR 2009
COMMUNITY REVITALIZATION PROGRAM

On behalf of the Chester County Board of Commissioners, the Chester County Department of Community Development (DCD) is seeking proposals for infrastructure and streetscape improvement activities to be carried out during the 2009 calendar year.

The funding to be awarded consists of Chester County's Community Revitalization Program funds, created by the Board of Commissioners in 2001 as part of the *Landscapes* 21st Century Fund in order to assist the county's urban centers with their revitalization efforts. Through the Community Revitalization Program, the County offers funding to the 15 boroughs and the City of Coatesville for infrastructure and streetscape improvements that are conducive to attracting and retaining residents and businesses.

In order to qualify for funding, municipalities must have an Urban Revitalization Plan that has been approved by the Chester County Planning Commission and the Department of Community Development. The proposed activity must be identified in the adopted plan.

Those county urban centers that receive funding are required to provide matching funds for these improvements. The amount of match is calculated based upon a formula which takes into consideration the population and income characteristics of the municipality.

Submitted proposals undergo a threshold review for eligibility and completeness. Eligible proposals are then evaluated and ranked according to the assumptions and factors in this RFP. All activities must be consistent with county regulations.

**An application workshop will be held:
Monday, October 6, 2008
1:30 p.m. – 3:00 p.m.
Government Services Center, Suite 250
601 Westtown Road
West Chester, PA**

The purpose of the workshop is to review application requirements and to address any questions or issues regarding the process.

If you are a non-English speaking person and would like to obtain the 2009 application materials in a translated format, please contact DCD at (610) 344-6900. Language interpretation services are available for non-English speaking callers.

Community Revitalization Application

- ◆ **Application Instructions and Guidelines**.....3
Includes application review assumptions, evaluation factors, and a glossary of terms and regulations. Read each page carefully.

 - ◆ **Section A: Forms and Certifications**.....9
Includes an application checklist, summary sheet, listing of community support and notification, and certifications. Read and complete each page carefully.

 - ◆ **Section B: Narrative Summary**.....17
Seeks information about the need for and benefits of the proposed activity and the activity's readiness to proceed. Be sure to answer each question.

 - ◆ **Section C: Activity Budget**.....19
Seeks specific information about the cost of the program and use of the grant. Be sure to answer each question and submit all required documentation. Remember to double check figures and calculations.
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If you have any questions about the application, contact DCD at (610) 344-6900 or ccdcd@chesco.org.

APPLICATION INSTRUCTIONS

- ◆ **Completing the Application:** If applicants are proposing more than one activity, and the activities are distinct enough to be evaluated and ranked separately, then applicants should submit a separate application for each activity. However, if the activities are related, and can be combined coherently into one narrative and budget, applicants may submit one application, which will be evaluated and ranked as one activity.
- ◆ **Due date:** Applications are due to DCD **Friday, December 12 at 4:00 pm**. Faxed applications will not be accepted. Submitted application must include all required certifications with original signatures.
- ◆ **Submission Format:** **Please provide two (2) copies of the application.** Applicants are encouraged to clearly organize their submission following the order laid out in the RFP and to only submit information that is responsive to the questions in the RFP. Attachments should be kept to a minimum unless specifically requested in the RFP. In addition, applicants are asked not to submit the application in a three-ring binder. **Binders do not fit in the files where applications are stored.**
- ◆ **Application Workshop:** An application workshop will be held on **Monday, October 6 at 1:30 pm** at the Government Services Center, Suite 250, located at 601 Westtown Road, West Chester.
- ◆ **Community Notification and Support:** The listing of community notification and support in Section A requires proof that the applicant has complied with the following requirements:
 1. MUNICIPAL APPLICANTS must hold a public hearing on proposed applications. Proof of publication of a public hearing notice and a resolution must be submitted with the application.
 2. APPLICANTS THAT RECEIVE FUNDING FROM CHESTER COUNTY from a department other than DCD **must** include a current dated letter of support from that department.

In addition, ALL APPLICANTS are encouraged to include other letters, news articles, or evidence of local community support **for the proposed activity** obtained within the past 12 months. This support may be solicited from relevant governmental, for-profit, non-profit, or client sources, as well as the general public. **Please remember that support letters sent under separate cover will not be accepted; letters of support must be submitted with the application.**
- ◆ **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 monthly or quarterly invoicing, programmatic and fiscal monitoring, pre-construction meetings, construction monitoring, and post-construction inspections and monitorings.
- ◆ **Certifications and Reservations:** Provision of services specified in this RFP requires substantive knowledge and understanding of the applicable rules and regulations. Recipients of county funding must certify compliance with applicable county regulations and adhere to applicable definitions described in the Glossary beginning on page 7. Additional certifications may be required depending on the specific program.

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

APPLICATION INSTRUCTIONS

requirements and informalities, as it deems necessary. No costs associated with the preparation or submittal of this application are reimbursable.

◆ **Eligible Activities:**

Streetscapes and sewer, water, and stormwater infrastructure activities are eligible for funding, with a limit of one activity being funded per year. Maximum funding amounts are not to exceed \$1,000,000, unless the proposed activity is designed to meet community development needs having a particular urgency. Additional eligible activities include, but are not limited to, the following:

- Removal of accessibility barriers from locations other than buildings (e.g., sidewalks, parks).
- Sidewalk and curb reconstruction
- Streetlight improvements, trees, and benches
- Street reconstruction
- Traffic calming measures
- Bike lanes
- Bus shelters
- Parking Facilities
- Installation of sewer, water, and stormwater mains
- Sewer or water plant upgrades
- Installation of storm sewer inlets
- Floodplain management
- Storm drainage improvements

APPLICATION REVIEW AND EVALUATION CRITERIA

The County has a responsibility to award funding to applicants who will effectively address the most pressing community development needs. Therefore, priority will be given to proposals that address urban revitalization and economic growth.

Applications will be reviewed by a selection committee who will present recommendations to the Board of Commissioners in February 2009.

APPLICATION REVIEW ASSUMPTIONS ~ The committee will take into consideration the following assumptions while reviewing each application:

- ◆ **The proposed activity will encompass elements of the Chester County Comprehensive Plan, *Landscapes: Managing Change in Chester County 1996-2020*.** Priority will be given to applications that are consistent with *Landscapes'* goals, objectives, and policies regarding development and revitalization in urban centers.
- ◆ **Activities that comprehensively address a community development need, as identified in the municipality's Urban Revitalization Plan, will be given a high priority.** Funding will support well-planned, complete activities (such as infrastructure) to promote greater community impact and efficient administration of the tasks involved.
- ◆ **Proposals that can be implemented immediately will receive higher priority.** Funded proposals should be completed expeditiously (within 2 years of contract execution). This is important in order to ensure that funds are indeed necessary and are spent in a timely manner. The proposed activity should be in a state of readiness - including activity schedule, site control, approved zoning, etc. Requests for extensions will be referred to the Board of Commissioners.
- ◆ **Applicants will be required to pay associated fees, such as those incurred for architectural and engineering services or the commission of planning studies.** This policy limits the need for applicants to implement the County's procurement process for these services. An additional benefit is that the fees paid by applicants serve as a project match that leverages county funding.

EVALUATION FACTORS ~ Points will be awarded based on the extent to which the proposal addresses the following evaluation factors:

- A. Degree to which the activity addresses urban revitalization and economic growth. *(50 points)*
- B. Degree to which the activity includes community support and/or coordination or collaboration with other community development activities in the same neighborhood or vicinity or is linked to other activities or community efforts outside of the immediate vicinity. *(10 points)*
- C. Applicant's capacity and experience in administering an activity in an efficient and timely manner or in overseeing the administration of the activity. *(20 points)*
- D. Financial feasibility of the proposed activity (e.g. match, realistic estimates, and all cost elements included). *(10 points)*
- E. Degree to which activity is in a state of readiness (including environmental, historic and relocation concerns as well as site control, zoning and project schedule). *(10 points)*

Total points for application: 100

GLOSSARY OF TERMS AND REGULATIONS

Allowable Costs: Allowable costs for local governments are determined in accordance with the provisions of OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments."

Audit: Local governments are subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

Bonding and Insurance: Local governments are required to adhere to the standards of OMB Circular A-110, regarding bid guarantees, performance bonds, payment bonds and insurance.

Clearance: Demolition and removal of buildings and improvements, including movement of structures to other sites, or physical removal of environmental contaminants or treatment of such contaminants to render them harmless.

Conflict of Interest: No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, of any designated public agency, or of a subrecipient that receives funding from the County and who exercises or has exercised any functions or responsibilities with respect to funded activities or who is in a position to participate in a decision process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to the activities, or with respect to the proceeds of the activities, either for themselves or for those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

Debarred, Suspended, or Ineligible Contractors: Engagement of services and awarding of contracts or funding of any contractors or subcontractors during any period of debarment, suspension, or placement in ineligibility status is strictly prohibited.

Employment and Contracting Opportunities: Contractors and subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay, or other forms of compensation and selection for training and apprenticeship.

Flood Insurance: No site proposed for grant assistance may be located in area that has been identified by the Federal Emergency Management Agency as having special flood hazards, unless the community in which the area is situated is participating in the National Flood Insurance Program.

Labor Standards: Recipients must comply with the Pennsylvania Prevailing Wage Act (Act of 1961, P.L. 987, No. 442). The Recipient or its Engineer/Architect shall obtain the appropriate Pennsylvania Prevailing Wage Rates for inclusion in any applicable agreement and shall enforce said rates in connection with all work performed under the contract.

Matching Fund Requirement: Urban centers are eligible for a maximum reimbursement of 75% of the total project costs up to the maximum grant award. The required matching funds (25% of the total project costs) may come from any source (municipal, state, etc.) other than County funds. Expenditures for the cost of the urban center revitalization plans do not count toward satisfaction of this matching fund requirement.

Exception ~ Revitalization Incentives: To make the Landscapes 21st Century Fund programs accessible to all municipalities, the Chester County Board of Commissioners adopted a policy of offering “revitalization incentives” to the smallest municipalities with the least affluent populations. Eligibility is based on a variety of criteria and leads to reduced matching fund requirements through a tiered system of “primary incentives” and “intermediate incentives.” Eligible urban centers are listed below.

Primary Incentive: Maximum reimbursement of 95% of the total project costs up to the maximum grant award.

Atglen	Avondale	Honey Brook
Modena	Spring City	South Coatesville

Intermediate Incentive: Maximum reimbursement of 85% of the total project costs up to the maximum grant award.

Coatesville	Oxford	Parkesburg
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IMPORTANT NOTE: Eligibility for revitalization incentives does not guarantee a grant award. All applicants must meet the general eligibility requirements and follow the procedures outlined in the program guidelines and grant application.

Urban Center Revitalization Plan (UCRP): UCRP’s offer an overall vision of the municipality that will energize residents, business people, and investors, and will provide the basis for future grants for infrastructure and other capital improvements. Each municipality must adopt an effective revitalization program, which serves as the plan by which redevelopment and reinvestment will occur in a community. An UCRP that is customized to the needs of the municipality, while at the same time ensuring that a uniform planning process is used, must be approved by the Chester County Planning Commission. If a plan is not in place, municipalities may apply to the Chester County Planning Commission for a revitalization plan grant.

SECTION A ~ FORMS AND CERTIFICATIONS

APPLICATION CHECKLIST: Unless otherwise indicated, the following elements are required. Please confirm that all of the required information is included with the application.

- _____ Application Summary Form
- _____ Evidence of Public Hearing (required of municipal applicants)
- _____ Resolution (municipal applicants)
- _____ Evidence of Community Support
- _____ Certification of Organizational Capacity
- _____ Affidavit of Tax Payment & Attachment
- _____ Application Certification
- _____ Narrative Summary
- _____ Activity Budget & Cost Estimate Sheet
- _____ Identification of Other Funds
- _____ Attachments
 - a) _____ List of council members, officers and board members and their affiliations
 - b) _____ Date of most recent audit or financial statements

Type:

- _____ OMB A-133
- _____ Government Auditing Standards (Yellow Book)
- _____ Unaudited Financial Statement

APPLICATION SUMMARY FORM

Name of Municipality:

Contact Person and Title:

Address:

Telephone:

Fax:

E-mail address:

Web address:

Amount of funding requested:

Tax Identification Number:

Activity Location:

Total area to be served by activity (*i.e. street addresses, census tract, or municipality*):

Activity Description:

If the organization is submitting more than one application, rank them in order of importance. This application is ranked: #

Signature and Title of Authorized Official

Date

*The Contact Person will receive all mailings from the Chester County Department of Community Development, including the final award or rejection letter.

COMMUNITY NOTIFICATION AND SUPPORT

1. **REQUIRED NOTIFICATIONS** ~ Please check all that apply and submit the corresponding documentation:

_____ As a municipal applicant, a public hearing on the proposed activity was held and proof of publication of a public hearing notice and a resolution is included with the application.

_____ As a recipient of Chester County funding from department(s) other than DCD, a current dated letter of support from the other department(s) is included with the application.

2. **EVIDENCE OF COMMUNITY SUPPORT** ~ The following evidence of community support for the proposed activity (not the applicant as a whole) obtained within the past 12 months is included with the application.

Type of Evidence	Source of Support

CERTIFICATION OF ORGANIZATIONAL CAPACITY

In completing this page, the applicant is certifying that they have the fiscal and organizational capacity to administer a grant in 2009 and have had success in administering grants in the past. Any questions about this certification should be directed to DCD before the application is submitted.

	True	False
The applicant has the fiscal capability to operate a program on a cost-reimbursement basis. (Approximate waiting time is 30 days after submission of invoice.)		
The applicant has an adequate financial management system in place to maintain effective control and accountability over all funds, property, and other assets covered by this proposal.		
The applicant has an adequate financial management system in place to produce sufficient backup documenting costs for which reimbursement is sought.		
The applicant has the ability to maintain sufficient books, records, documents, and files to be made available for review and audit.		
The applicant currently has adequate facilities, equipment, and/or staff with the necessary areas of expertise to operate an effective activity.		
The applicant has adequate internal management procedures and separation of duties to prevent fraud and abuse.		
The applicant does not have any outstanding audit deficiencies or disallowed costs from previous programs or activities.		
The applicant has never had to pay back funds to the federal government.		
The applicant or its principals have never been debarred or suspended by the Federal government and the applicant is not the successor organization to one that was.		

AFFIDAVIT OF TAX PAYMENT

The undersigned Affiant (hereinafter "Affiant"), being duly sworn, deposes and says that:

1. He/she makes this Affidavit as the authorized representative of _____ which has applied for funding through the Chester County Department of Community Development.
2. He/she understands that it is the policy of the County that such funding will not be made available to applicants whose Chester County, school district and/or municipal taxes are delinquent.
3. All of Affiant's County, school district and municipal taxes are now current.
4. He/she understands that this Affidavit is made to induce the County to fund Affiant.
5. He/she understands that this Affidavit is made subject to the provisions of Section 4903 of the Pennsylvania Crimes Code (18 Pa. C.S.A. §4903) and that false statements made herein shall be regarded as false swearing for purposes of criminal prosecution under said section.

Affiant

Sworn to and subscribed
before me this day
of , 200__.

Notary Public

ATTACHMENT TO
AFFIDAVIT OF TAX PAYMENT

All applicants must complete this section for the purpose of a tax/ownership search. The search will ensure compliance with the attached Affidavit of Tax Payment. Please provide the physical address and tax parcel number for each and every property owned in Chester County.

Physical Address of Properties Owned	Tax Parcel Number

APPLICATION CERTIFICATION

I certify that the information in this application is, to the best of my knowledge, true and correct.

I recognize that the following actions by Chester County do not constitute a commitment by the County to finance the project:

1. Acceptance of this application.
2. Issuance of a request for a lead-based paint test for construction projects.
3. Issuance of a request for additional information.
4. Initiation of relocation process.

I understand that the County is not responsible for actions taken in reliance upon the prospective financial commitment of the County.

I understand that acceptance of an award of federal, state or county funding creates the obligation to comply with all applicable certifications, comply with record keeping and reporting requirements, and submit timely and accurate invoices with required backup and additional information, as required.

Date

By: _____
(Signature)

Name (Type or Print)

(Title)

Sworn to and subscribed
before me this day
of , 200__.

Notary Public

SECTION B ~ NARRATIVE SUMMARY

All information included in Section B ~ Narrative Summary should be typed in 12 point font size. The Narrative Summary should not exceed 5 pages, excluding maps, graphics, support letters or architectural plans.

Specifically discuss each of the following items in a number by number format:

1. Briefly describe the proposed activity and scope of work. Describe the location of the activity and **provide a map** indicating the specific location of the activity.
2. Explain the planning process and who was involved in assessing the need, selecting this activity and completing this application. Explain the extent of coordination with the community and those who will be affected by the activity. Include how the municipality's Urban Revitalization Plan was used during the planning process to identify this activity.

NOTE:

The questions below are intended to assist you in your response to #2:

Did you provide an opportunity for residents and community stakeholders to provide input about the proposed activity?

Do you have local business support? If so, provide letters of support or commitment. Letters of support must relate to the proposed activity.

3. Explain how the activity promotes the goals of *Landscapes*, the County's Comprehensive Plan.
 4. Describe the benefits expected to be achieved from the activity within the geographic area (include boundaries), and indicate who will benefit from the proposed activity.
 5. If the proposed activity involves infrastructure within a street right-of-way, identify the condition of all infrastructure within that right-of-way.
 6. Explain why County funding is necessary for the proposed activity.
 7. Explain **specifically** how County funds and local match funds would be used in the proposed activity.
 8. Describe the applicant's experience administering this type of activity. Are there available administrative/fiscal resources to manage and complete this activity in a timely manner? (Please identify the Project Manager(s) for this activity and describe his/her role in this activity.
 9. Describe methods that will be implemented to encourage the use of local (Chester County) contractors, sub-contractors, suppliers, materials and employees to complete the proposed activity.
 10. List the estimated timetable for this activity. Assume funding is available in March 2009 when determining the commencement and completion dates of the activity.
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SECTION B ~ NARRATIVE SUMMARY (continued)

All information included in Section B ~ Narrative Summary should be typed in 12 point font size. The Narrative Summary should not exceed 5 pages, excluding maps, graphics, support letters or architectural plans.

11. If the activity will result in property owners paying a special assessment fee (e.g. water and/or sewer tapping fee; fire hydrant fee; street, curb and/or sidewalk installation fee; street light fee; etc.), state how much the fee will be and whether low- and moderate-income persons' fees will be waived, reduced, or adjusted in any way.
12. Submit engineering plans and/or schematics for the activity. If plans and schematics are not complete, please explain and give the estimated date of completion.
13. List the required approvals already obtained from other governmental and/or regulatory entities. If any required approvals are outstanding, explain why and state the estimated date when approval is expected.

SECTION C ~ ACTIVITY BUDGET

Identification of Other Funds:

1. Please complete the attached form on page 20 to describe all non-DCD sources of funding that are being explored for this project and the status of those inquiries.

* **If funding is secured, attach the confirmation letter.** If funding was denied, attach the denial letter stating the names of the source, the date funds were sought, and the reason for the denial.
2. List all public works projects that will be administered by the applicant during the next two years (2009-2010).
3. Submit applicant's most recent financial statements and/or audit.
4. Attach a construction budget using the format provided on the following page. List each activity item and the associated costs.

A professional engineer or architectural firm **must** prepare construction budgets. Be sure to state the source and date of the estimate.

Costs should be based on the best information available. More exact figures may be requested if needed. When preparing this data, consider that:

- The activity should be completed in one phase;
- **State Prevailing Wage Rates apply to public works activities over \$25,000;**
- Cost estimates should be as detailed as possible; and
- The activity should be divided into work items. Highlight those portions of the activity, which should receive the highest priority if full funding is not possible.

IMPORTANT NOTE: Construction budgets should include a *Contingency* line item, in anticipation of possible cost increases throughout the progression of the activity. The availability of Community Revitalization Program (CRP) funding to assist with cost overruns is EXTREMELY limited. Resources may not be available to grant requests for funding beyond the original contract amounts for 2009 activities.

5. DCD does not pay for engineering or architectural services. Please identify the amount and source of funds for each component of the activity on pages 20 and 21.

EXAMPLE OF TYPICAL PUBLIC WORKS COST ESTIMATE SHEET

<u>Item #</u>	<u>Approx. quantities</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1			Architectural/Engineering Fees	\$ _____	\$ _____
2	_____	L.S.	Excavation & Grading	\$ _____	\$ _____
3	_____	L.F.	Curb	\$ _____	\$ _____
4	_____	S.Y.	Sidewalk	\$ _____	\$ _____
5	_____	S.Y.	Paving	\$ _____	\$ _____
6	_____	L.F.	Storm Sewer Pipe	\$ _____	\$ _____
7	_____	EA.	Storm Sewer Inlets	\$ _____	\$ _____
8	_____	L.F.	Water Main (with appurtenances)	\$ _____	\$ _____
9	_____	L.F.	Sanitary Sewer	\$ _____	\$ _____
10	_____	EA.	Sanitary Sewer Manholes	\$ _____	\$ _____
11	_____	L.F.	Trench Restoration	\$ _____	\$ _____
12	_____	L.S.	Traffic and/or Erosion Control	\$ _____	\$ _____
13	_____	EA.	Handicap Ramps	\$ _____	\$ _____
			Other Items (Specify):		
14	_____		Contingency: _____%	\$ _____	\$ _____
15	_____			\$ _____	\$ _____
16	_____			\$ _____	\$ _____
TOTAL:					\$ _____

If a particular item is not applicable to the proposed activity, leave it blank.

KEY: L.S. = Lump Sum; L.F. = Linear Feet; S.Y. = Square Yard; EA. = Each

2009 IDENTIFICATION OF OTHER FUNDS

APPLICANT: _____ ACTIVITY: _____

Identify funds other than those requested in this application for the proposed activity in 2009.

SOURCE OF FUNDS	AMOUNT (ESTIMATE OR ACTUAL)	USE OF FUNDS	STATUS OF REQUEST: SECURED, PENDING OR DENIED*
<u>FEDERAL/STATE</u>			
FEDERAL/STATE FUNDS SUBTOTAL:			
<u>COUNTY/MUNICIPAL</u>			
COUNTY/ MUNICIPAL FUNDS SUBTOTAL:			
<u>PRIVATE/FOUNDATION</u>			
PRIVATE/FOUNDATION FUNDS SUBTOTAL:			
TOTAL OF OTHER FUNDS:			

* If funding is secured, attach a confirmation letter. If funding is denied, attach the denial letter stating the name of the source, the date funds were sought, and the reason for the denial.