

REQUEST FOR PROPOSALS/QUALIFICATIONS for  
HOUSING PROGRAMS CONSULTING SERVICES  
Intake Coordinator and Rehab Specialist



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428  
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: Wednesday, February 22, 2017

**Responses Due by: Friday, March 10, 2017**

**Introduction**

The Borough of Conshohocken is committed to the provision and preservation of safe, affordable housing for its residents and the maintenance of the Borough’s existing housing stock. Through the use of federal and state programs, Conshohocken provides housing rehabilitation services for low and moderate-income, single-family, owner-occupied households.

The Borough’s housing funds are provided through grants from the U. S. Department of Housing and Urban Development, administered by the Pennsylvania Department of Community and Economic Development.

The Borough of Conshohocken is accepting proposals for two (2) positions in its Housing Rehabilitation Program. These positions are:

1. Intake Coordinator, and
2. Rehabilitation Specialist.

**Scope of Work and Qualifications**

**Intake Coordinator**

The Intake Coordinator is responsible for processing applicants for service including but not limited to determining the income eligibility of applicants for the rehabilitation program, for serving as a liaison with program participants, for preparing bid documents, for the conducting contract signings, and for a variety of administrative responsibilities. The Consultant will process applications for the housing rehabilitation program based on established Program priorities on an ongoing basis.

Specific activities related to the position include, but are not limited to the following:

1. Scheduling and conducting intake interviews with applicants;
2. Explaining program requirements and procedures;
3. Documenting applicant income and assets;
4. Verifying application information as needed;
5. Providing information regarding lead paint hazards, radon, and fair housing;
6. Preparing and issuing bid packages;
7. Preparing contracts and conducting contract signings;
8. Interfacing with contractors as needed;
9. Corresponding with applicants and participants as needed;
10. Assisting in implementing lead hazard reduction regulations as needed; the promotion of fair housing; and program outreach; and
11. General problem resolution with clients and contractors.

Qualifications for the position are as follows:

1. The ability to positively interact with clients of diverse backgrounds and circumstances, contractors and others;

2. Interviewing skills;
3. Excellent written and oral communication skills;
4. Knowledge of publicly funded and administered programs;
5. Knowledge of income requirements and verification procedures for federally funded programs (Previous experience in the administration of such programs is essential.);
6. Understanding of client confidentiality;
7. Familiarity with contract documents, and form development;
8. Accurate record keeping; and
9. Problem solving skills.

### Rehabilitation Specialist

The Rehabilitation Specialist is responsible for overseeing construction and building code compliance in the Borough's low and moderate-income owner-occupied housing rehabilitation program. Activities related to the position include, but are not limited to the following:

1. Property inspection;
2. Preparation of technical specifications for construction in accordance with federal and state regulations;
3. Preparation of cost estimates for construction;
4. Assisting in environmental and historic assessments of individual properties as needed;
5. Securing valid lead based paint hazard risk assessments and clearance testing reports;
6. Construction bid solicitation;
7. Progress inspections of construction work;
8. Final inspections, and warranty inspections;
9. Interaction with the Borough code enforcement officers, as needed;
10. Authorization of payment for work completed;
11. Screening and general oversight of contractors participating in the program; and
12. Problem resolution.

Qualifications for the position are as follows:

1. Knowledge of construction, building codes and lead based paint and radon hazard reduction;
2. Familiarity with publicly funded program requirements (Previous experience with such programs is essential.);
3. Experience with procurement procedures related to bidding and contracting of housing rehabilitation work;
4. Understanding of environmental, lead based paint hazard reduction, radon, and requirements for the rehabilitation of historic property elements;
5. Problem solving skills;
6. Ability to interact and negotiate with individuals of diverse backgrounds and circumstances;
7. Excellent communication and record keeping skills and
8. Problem solving skills.

**Term of Work**

Work for each of the positions is to be accomplished over thirty-six (36) months. Contracts based on the successful proposal will be valid for a three (3) year period. All contracts are dependent upon the availability of program funding.

**Proposal Requirements**

Proposal may be submitted in letter form, and should include the following:

1. Position for which the proposal is being submitted;
2. Individual qualifications;
3. Previous relevant experience; and
4. Hourly rate and an annual maximum not to exceed amount for a twelve (12) month period.

**Minority and Women Owned Business and Section 3 Policy**

It is the public policy of the Borough of Conshohocken to promote the opportunity for full participation by minority's and women's business enterprises ("MBE's and WBE's) in all housing and community development programs.

In federally funded contracts Conshohocken adheres to Section 3 of the Housing and Urban Development Act, which requires that to the fullest extent possible opportunities for training and employment be given to low income residents of the project area.

**Non-Discrimination/Sexual Harassment**

The Borough of Conshohocken does not discriminate against or tolerate harassment of any person on the basis of actual or perceived ethnicity, race, color, ancestry, religion, national origin, gender, gender identity or expression, marital or familial status, sexual orientation, mental or physical disability, use of guide or supportive animals or mechanical aids and/or source of income in its conduct of business with any applicant, contractor or subcontractor.

**Selection Criteria**

The following criteria will be used to select consultants:

1. Previous experience with publicly funded program implementation and outcomes;
2. Knowledge of the area for which the proposal is submitted;
3. Qualifications; and
4. Cost.

The Borough of Conshohocken may hold interviews prior to final selection of consultants. Consulting contracts are dependent upon the availability of funds from the Commonwealth of Pennsylvania Department of Community and Economic Development. The Borough reserves the right to reject any or all proposals without penalty.

**Time Table for Submission**

Copies of the request for proposals are available at Conshohocken Borough Hall, 400 Fayette Street, Suite 200, Conshohocken between 8:30 a.m. and 4:00 p.m. Monday through Friday, and on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)). Questions may be addressed to Chris Stetler at 610-828-1092, [cstetler@conshohockenpa.gov](mailto:cstetler@conshohockenpa.gov), or in writing to Borough of Conshohocken, 400 Fayette Street, Suite 200, Conshohocken, PA 19428.

Proposals must be submitted no later than 4:00 p.m. on Friday, March 10, 2017 and should be addressed to:

Christine M. Stetler  
Community Development and Zoning Officer  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428

Faxed or e-mailed proposals will not be accepted.

It is anticipated that a decision will be made and contract authorized no later than April 19, 2017.