

**REQUEST FOR PROPOSALS**  
**Consultant Services**  
**Successful Models for Revitalizing**  
**Communities Post-Blight Removal**  
**January 2023**



**Westmoreland County Redevelopment Authority**  
**Westmoreland County Land Bank**  
40 N Pennsylvania Ave, Suite 520  
Greensburg, PA 15601

## **1. INTRODUCTION**

The mission of the Redevelopment Authority of the County of Westmoreland and Westmoreland County Land Bank (referred to hereafter as RA/LB) is to eliminate blighted property and its influences in the communities of Westmoreland County. We do this through a variety of programs including, demolition, rehabilitation, historic preservation, education and training, brownfield cleanup, and land banking.

## **2. PROJECT DESCRIPTION**

The RA/LB has been awarded funds from the American Rescue Plan Act (ARPA) To undertake blight removal in ARPA Qualified Census Tracts among seven Westmoreland County Municipalities – Monessen, Greensburg, Vandergrift, New Kensington, Jeannette, Arnold, and Penn Borough. The current scope of the ARPA Vacant Buildings Program is targeting close to 500 properties. Intervention is wholly limited to demolition of blighted, vacant, and/or abandoned buildings at this stage. Once that work is completed, the RA/LB and its partners will be focusing on rebuilding those communities with new housing and commercial sites ready for development. Those who may undertake that redevelopment can include the RA/LB; non-profit organizations; private developers and entrepreneurs.

This RFP seeks qualified consultants to help shape strategies for reactivating these formerly disused, blighted, vacant and abandoned properties. This effort will enlighten future activities and grant applications to support the aims of community and economic development, generally, and land revitalization, particularly. Ultimately, the project aims to inform the RA/LB and ARPA Qualified Census Tract communities about the potential avenues for neighborhood redevelopment on now vacant lots. The final work product could be considered a guidebook that can be adapted by the seven communities in their redevelopment strategies and tactics.

## **3. PREPARATION OF PROPOSALS**

Electronic submissions should include:

- Name and address of consultant submitting a proposal
- All items listed in 6. FORM OF PROPOSALS

## **4. QUALIFICATION**

Consultants must demonstrate prior experience in research, analysis, and public policy.

Consultants with experience in developing recommendations including demonstrative charts, graphs, maps, and other anecdotal data to be used as part of later grant submissions are preferred.

## **5. SCOPE OF WORK**

Scope of Services and Responsibilities shall be documented by Letter Agreement and shall include the following:

- Research and analysis of successful models for community redevelopment specific to blight removal and aligned with similar community makeup, demographics, and economies
- Successful models identified should also have demonstrated results by engaging the communities via listening sessions, responsiveness to vision and needs as well as community buy-in and support.
- Conduct listening sessions in the target communities.
- Recommendations for action recognizing the particular needs and circumstances of the ARPA Qualified Census Tract communities.
- The final report of best practices should include but not be limited to: a detailed program identifying the lead organization and public/private partners' participation and investment; a project timeline demonstrating when the project moved from concept to implementation; outcome measurements; and lessons learned.

## **6. BUDGET AND TIMELINE**

The budget for the project is \$20,000.00.

The project timeline would begin within six weeks upon consultant selection and end within three months. However, the timeline may be adjusted upon the particular scope designed by the consultant.

## **7. FORM OF PROPOSALS**

Proposals must consist of the following information in the order indicated below:

- Cover letter stating interest in the project with the signature of a duly authorized principal
- Technical qualifications
- Experience with similar projects involving community input

- Experience of key staff assigned to the project
- List of Professional References

## **8. DATA TO BE PROVIDED BY RA/LB**

At a minimum, the RA/LB will provide GIS data regarding the Qualified Census Tracts and subject properties for the program. Any other requests for relevant datasets should be outlined in the proposal.

## **9. MANDATORY PRE-PROPOSAL MEETING**

To provide more explanation of the project, and answer questions, a mandatory Pre-Proposal Meeting will be held virtually on Friday, January 27th at 2:00 PM. To register for the Pre-Proposal Meeting, please complete this [registration form](#) by January 23rd at 4:00 PM. If a consultant does not attend the meeting, they will not be invited to submit a proposal.

## **10. ACCEPTANCE OR REJECTION OF PROPOSALS**

The RA/LB reserves the right to reject any and/or all Proposals when such rejection is in the interest of RA/LB. RA/LB also reserves the right to waive any information and technicalities in the process. The contract will be awarded on the basis of the factors which are listed below. However, the RA/LB reserves the right to award a contract in its best interest.

- Understanding of the proposed outcomes and ARPA Vacant Buildings Program
- Previous experience with similar types of work
- Personnel qualifications
- Approach and capacity
- References
- Cost

Depending upon the competitiveness and number of proposals received, the RA/LB may elect to conduct interviews of consultants.

## **11. GENERAL INFORMATION**

Questions about this RFP will be answered during the mandatory Pre-Proposal Virtual Meeting. Questions and their responses may be shared with other consultants.

Proposals will be received electronically until 4:00 pm on February 24, 2023, upon invitation. Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened privately.

It is expected that the RA/LB will choose among the proposals within 21 days after the proposal due date.

Proposals will be evaluated to determine the respondent who is responsive to the solicitation and is most advantageous to RA/LB in terms of price, capacity, experience, and other factors considered.

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AND TO REJECT ANY AND ALL QUALIFICATIONS