

**Community Action Commission,
d/b/a Tri County Community Action
on behalf of Keystone Community Development Corporation**

REQUEST FOR PROPOSALS

FEASIBILITY STUDY 1514-1526 DERRY STREET, HARRISBURG, PA 17104

PROJECT OVERVIEW:

Keystone Community Development Corporation (KCDC) is a 501c2 nonprofit subsidiary of the Community Action Commission, now doing business as Tri County Community Action (TCCA).

TCCA was incorporated in Harrisburg, PA on April 12, 1966, as a private, nonprofit, anti-poverty planning agency serving Cumberland, Dauphin, and Perry Counties. TCCA works with families and communities to provide comprehensive services to creatively maximize the resources necessary to become self-sufficient. TCCA utilizes a results-oriented approach to promote self-sufficiency, family stability, and community revitalization to eradicate poverty at its root.

KCDC was created to hold title to property that could either be developed, renovated, or otherwise supported for community-benefit purposes as part of a larger revitalization plan of South Allison Hill.

TCCA, on behalf of KCDC, is requesting proposals from qualified entities to complete a feasibility study of our property functioning as the TCCA main office, located at 1514-1526 Derry Street, Harrisburg, PA 17104.

SCOPE OF WORK:

Vendor will conduct a comprehensive feasibility study of the physical structure and all related systems to determine how to best maximize the use of the location for organizational and community-benefit purposes. The study should provide potential design plans, construction cost estimates, and any permitting or other City/County approval requirements.

FEES:

We invite vendors able to perform the required work to submit a fee proposal for their services and costs.

The fee proposal should include:

- A description of the company's experience in providing similar services;
- A description of the company's size capacity to provide the services indicated in this proposal,
 - Indicate, if appropriate, if the company is a small, woman, or minority-owned business;
- Confirmation of bonding and insurance coverage, including applicable worker's compensation insurance;
- Itemized breakdown of costs for services which are required, optional, and/or supplemental;

- Confirmation of the company's non-discriminatory policy;
- A proposed timeline for services.

CONFIDENTIALITY:

Information submitted by any vendor will be considered confidential to TCCA and will not be used for any other purpose than evaluating vendor response.

SELECTION PROCESS:

Vendors shall be evaluated based on the following criteria:

- Compliance with administrative requirements of the request for proposal (format, due date, etc.);
- Demonstrated skill and experience of vendor and key personnel ;
- Cost;
- References supplied;
- Ability/commitment to meeting time deadlines;
- Small Business, M/W/DBE status of vendor.

SMALL BUSINESSES, W/M/DBE:

Efforts will be made by Tri County Community Action to utilize small businesses and women, minority, and other disadvantaged business enterprises. Certifications accepted from the following entities:

- Unified Certification Program (UCP)
- Woman's Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- United States Small Business Administration (SBA) 8(a) Program
- Vets First Verification Program at vetbiz.gov
- US Business Leadership Network (USBLN)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Department of General Services (DGS)

TCCA STATEMENT OF INTENT:

TCCA reserves the right to reject any or all responses to this Request for Proposal. TCCA reserves the right to cancel the award of contract any time before the execution of the contract by both parties, and to ask for clarification in the proposal if the need arises. In addition, TCCA reserves the right to purchase either selected components, or to not select any vendor or purchase any goods/services resulting from this RFP.

CONDITIONS OF PROPOSAL:

Responding consultants bear sole risk and responsibility for costs incurred in the preparation and delivery of the proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Tri County Community Action.

INQUIRIES:

Tri County Community Action staff will be available to meet with vendors and give a site tour prior to submission due date, which is encouraged but not required. Questions or meetings can be arranged by contacting Karla Lopez, Operations Manager at 717-232-9757 extension 106 or klopez@cactricounty.org.

Submissions:

It is the responsibility of the Offeror to ensure that the proposal is received **May 12, 2023**. Late proposals will not be considered. All submitted bids will be considered property of Tri County Community Action.

MAILED OR PHYSICALLY DROPPED OFF PROPOSALS SHOULD BE ADDRESSED AS FOLLOWS:

Tri County Community Action
c/o Feasibility Study
1514 Derry Street
Harrisburg, PA 17104

ELECTRONIC SUBMISSIONS:

Proposals can be submitted electronically to klopez@cactricounty.org by the closing submission date noted above.