

**CITY OF BETHLEHEM**  
**REQUEST FOR PROPOSALS**  
**PROFESSIONAL SERVICES**  
**FOR**  
**COMMUNITY DEVELOPMENT SERVICES AND TECHNICAL ASSISTANCE**



**THIS SOLICITATION SUPPORTS THE CITY OF BETHLEHEM'S  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,  
HOME INVESTMENT PARTNERSHIPS PROGRAM, AND OTHER LOCAL, STATE, AND FEDERAL  
HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS**

City of Bethlehem  
*Department of Community and Economic Development*  
10 East Church Street  
Bethlehem, PA 18018

**DIRECT QUESTIONS TO:**  
Robert G. Vidoni  
Housing and Community Development Administrator  
Community Development Bureau  
(610) 997-5731; [rvidoni@bethlehem-pa.gov](mailto:rvidoni@bethlehem-pa.gov)

**Posting: November 7, 2025**  
**Proposals due December 1, 2025 by 5:00 pm**

**CITY OF BETHLEHEM  
REQUEST FOR PROPOSALS  
(Community Development Services)**

The City of Bethlehem, through its Department of Community and Economic Development (the “City”) administers and assists in the administration of various local, county, state, and federal community development and housing programs and grants, including without limitation, federal Community Project Funding (CPF), Community Development Block Grant Program (CDBG), and the HOME Investment Partnerships (HOME) Program. The City’s HUD program year 2025 Annual Action Plan/2025-2029 Consolidated Plan was submitted to HUD in calendar year 2025. The City’s most recent CAPER was completed for program year 2024.

The City’s Consolidated Plan (2029-2025) is currently in effect. Assuming fiscal year 2026 funds are appropriated by the U.S. Congress, the City requires the selected consultant to provide diverse community development-related services discussed in more detail below in Section 1 (the “Services”). The City operates on a January 1<sup>st</sup> HUD program year cycle and is considering requesting a change to its program year to better align with the federal fiscal year and federal appropriation timelines.

The City uses Neighborly Software to manage its CDBG and HOME activities and other grant programs. Therefore, data collection and storage is important for future HUD monitoring purposes, as is sensitivity to the interaction between our Neighborly system and various HUD online systems such as Integrated Disbursement and Information System (IDIS), HUD Environmental Review Online System (HEROS), and Disaster Recovery Grant Reporting System (DRGR).

The City intends to select a professional service provider responding to this RFP (each an “Offeror”) which it deems best qualified in its judgment to provide all of the required Services. The City will negotiate with the Offeror it deems most qualified to determine the fee for such Services (the “First Offeror”). If the City is unable to negotiate a fee and/or other terms with the First Offeror which it considers satisfactory, in its sole discretion, it may elect to negotiate with the Offeror it deems next best qualified or the City may issue another Request for Proposal or take other procurement solicitation actions to receive additional responses to this or future RFPs for the Services.

**Proposals are due electronically to the email addresses listed below, no later than 4:00 PM on, December 1, 2025.** The City shall provide a receipt email. Please email final responses to this RFP to the following three (3) City email addresses: [rvidoni@bethlehem-pa.gov](mailto:rvidoni@bethlehem-pa.gov), with copy to [ssatullo@bethlehem-pa.gov](mailto:ssatullo@bethlehem-pa.gov) and [enehmeh@bethlehem-pa.gov](mailto:enehmeh@bethlehem-pa.gov)

**Alternatively, hard copy proposals may be submitted by the above deadline to:**

Robert G. Vidoni  
Housing and Community Development Administrator  
Department of Community and Economic Development  
City of Bethlehem  
10 East Church Street  
Bethlehem, PA 18018

**City announcement of award is anticipated by January 2026, followed by contract execution.**

*Please Note: Any future commitment to the City’s final selected Offeror (“the “Selected Offeror”) is subject to HUD approval of future requests for CDBG/HOME funds and no costs shall be considered incurred or encumbered for such years until HUD issues applicable program year grant agreements for such years. Other Assistance. From time-to time, the City may require the Selected Offeror to undertake additional tasks. Prior to commencing any additional task beyond Basic Services tasks, unless permitted in the City’s sole discretion, a lump sum fee estimate of cost for such additional task(s) shall be negotiated and added to the professional service contract as an addendum.*

## SECTION I. SCOPE OF SERVICES REQUIRED

Consultant services are needed to assist in the completion and implementation of the City's 2026 CDBG/HOME Annual Action Plan and its 2025-2029 Consolidated Plan by completing planning processes, providing guidance and technical advice to City staff, preparing and submitting plans and reports in IDIS, and submitting environmental reviews in HEROS. *Please note, the City reserves the right to include up to four (4) annual City renewal options in the contract, with mutually agreeable pricing terms to be negotiated prior to execution of any such renewal term.*

A selected community development professional services provider shall provide technical assistance in connection with CDBG, HOME, Community Project Funding, and other City grant programs that may be commenced or funded, from time-to-time (together, "Programs"), related to the following scope of services:

### Basic Services:

- A. Prepare draft Annual Action Plans and submit in IDIS after consultation with City staff, for the following program year(s) and any annual renewal terms, if applicable:
  - PY 2026
- B. Prepare Consolidated Annual Performance and Evaluation Report (CAPER) Reports and submit in IDIS after consultation with City staff, for the following program year(s) and any renewal terms, if applicable:
  - PY 2025
- C. Prepare HUD 24 CFR Part 58 Environmental Review Records in connection with federal programs for the following program year(s) and any renewal terms, if applicable:
  - PY 2026 and other program year funding, where applicable
- D. Conduct HUD compliant citizen participation/engagement processes including public notifications for above tasks "A" through "D;"
- E. Provide email reminders on approaching HUD report submission deadlines, such as HUD 4710 HUD Labor Standards reports, and HUD 2516 MBE/WBE reports, any mandatory City notices for publication, and periodic email briefings/memoranda containing:
  - Relevant federal statutes, circulars, executive orders, and regulations, which directly relate to CDBG and HOME programs, Community Project Funding, HOME-ARP, and other potentially relevant HUD funding; and
  - Identification of alternate funding sources for housing, homelessness, community development, and economic development activities; changes in annual action plan or CAPER regulations, and projected cost changes in technical services required in order to meet new State or Federal agency requirements related to filing, submissions, and/or implementation.

### Additional Services:

- F. *Technical Assistance.* Provide advice and technical assistance in carrying out specific Program activities, including without limitation, compliance with HUD regulations and laws governing federal grants, including without limitation, Davis Bacon and other federal labor regulations, BABA/BAP, Section 3 regulations, 2 CFR Part 200 regulations governing procurement and other grant management areas, Neighborhood Revitalization Strategy Areas (NRSA) management, HOME CHDO management, and MBE/WBE outreach.
- G. *Consolidated Plan Revisions; NRSA Reauthorization.* As may be necessary, prepare revisions to City's 2025-2029 Consolidated Plan, following HUD acceptance. As necessary, review and edit City documents related to requesting HUD reauthorization of the City's NRSA.
- H. *RLF Program Development.* Assistance in the development of Affordable Housing Revolving Loan Fund (RLF) policy and procedure documents.

- I. *Affordable housing project feasibility review.* Prepare feasibility analysis and other materials in connection with affordable housing projects, including without limitation, HOME activity subsidy layering and underwriting and project feasibility analysis, as needed.
- J. *Grant Applications.* Preparation of housing or community development-related grant applications as required. Provide advocacy before HUD officials and/or State offices on behalf of the grant applications and other related tasks in conjunction with the approval and implementation of the application.
- K. *Policies and Procedures. Updating CDBG, HOME, and Other Federal Program Policies and Procedures.* Assistance with reviewing and revising the City CDBG, HOME, and other federal program policies, procedures, and manuals in connection with recent regulatory changes and existing regulations, including without limitation, the following subjects:
  1. 2025 HOME Final Rule changes, including without limitation, the following:
    - HOME Match. Review City HOME match policies in context of the 2025 changes to the HOME match regulations and prepare suggested revisions to HOME manual. Provide recommended annual procedures to inventory City activities for eligible HOME match credit;
    - CHDO rule changes;
    - HOME rental utility allowance and LIHTC rent limit rule changes; and
    - HOME resale and recapture policy and formula changes; develop compliant HOME resale policies and procedures and provide recommended updates to City's HOME manual.
  2. BABA/BAP implementation policies and documents; and
  3. Federal procurement policies and procedures governed by 2 CFR Part 200.
- L. *Monitoring.* Assistance with HUD/federal agency program monitoring, if applicable, and City corrective actions, if required.

#### **Budget:**

- A. Offeror shall undertake the above Basic Service **Tasks A** through **Task E** on a lump sum basis. In addition, please provide a current hourly rate schedule, in the case where a task may go over its budgeted amount.
- B. Work in connection with **Task G** (technical assistance) and **Task I** (Con Plan; NRSA reauthorization) shall be billed on an hourly basis.
- C. Work in connection with **Task H** (RLF program) shall be completed on a lump sum basis.
- D. Work in connection with **Task J** (grant applications) for which the City requests assistance, the City and the Selected Offeror may enter into a separate contract for a fee which is determined reasonable and customary given the scope of work to be performed, or compensation for such services may be on an hourly basis depending on the overall scope of work.

## **SECTION II. PROPOSAL INFORMATION AND DATA REQUIRED OF EACH OFFEROR**

Proposals shall contain responses to the following:

### **A. Qualifications, Capacity and Experience of the Consultant**

- 1) Demonstrate the experience of the consultant in conducting efforts of the nature and scope required by this Request for Proposal; i.e. CDBG program, HOME program, federal grant compliance, economic development projects and housing programs, public engagement requirements and documentation, NRSA reporting, grant writing experience and development of program guidelines.
- 2) Identify the key personnel to be assigned to render the services required.
- 3) Indicate other employees and or subconsultants who will also assist the Offeror.

- 4) Provide a current hourly rate sheet including job classification for all personnel to be assigned. The hourly rate shall include overhead and profit as well as the direct salary costs.
- 5) If the Offeror qualifies under any of the business categories listed below, the Offeror shall provide such documentation: small business; veteran-owned business; minority business; women's business enterprise; labor surplus area firm; or Section 3 Business Concern.

**B. Description of Accomplishments**

The Offeror shall prepare a Description of Accomplishment for the Basic Services and Additional Services noted in Section I, including engagement activities and a schedule for completion, where applicable.

**C. Budget.** Provide a budget that includes the following costs:

- 1) The Offeror shall provide an individual cost for each of the Basic Services (**Tasks A through Task E**), on a lump sum basis.
- 2) Provide a lump sum cost for work in connection with **Task H** (RLF Program development).
- 3) Provide a current rate schedule, in the case where a task may go over its budgeted amount.

**D. References**

Please provide three (3) references including agency name, contact person, phone, and email address.

### **SECTION III. FACTORS FOR AWARD**

The City intends to enter into a contract, which covers the Basic Services and Additional Services for the Program Year(s) specified above. The City will evaluate each proposal, determine whether oral discussions of the proposal are necessary, then based on the proposal content and oral discussions, if any, and select a firm best qualified for the assignment. Evaluations shall also be based on: special qualifications or skillsets and other factors relevant or advantageous to the City.

**Proposal Evaluation.** The City will assign points for each segment of the proposal in accordance with the criteria described below. The Offeror with the highest total points will be selected for the purpose of negotiating the required contract including compensation and other terms. If the City is not satisfied with the basis used by the Offeror, other relevant service factors, the price of the services, or any other offered term, the City may proceed to negotiate a contract with the Offeror it deems second best qualified to deliver the Services. However, if the City is not satisfied with the basis used by the next-ranked offeror, other relevant service factors, the price of the services, or other terms, the City may proceed to negotiate a contract with the Offeror it deems next best qualified.

The points to be awarded are set forth for each segment or sub segment below:

**A. Qualification, Capacity and Experience (60 points)**

Demonstrate the qualifications, capacity, and experience of the Offeror in conducting efforts of the nature and scope required by this Request for Proposal. The offerors will be placed in rank order from most qualified to least qualified based on the City's assigned scores.

**B. Thorough Knowledge of Basic Services and Additional Services (30 points)**

Adequacy of the Offeror's knowledge of the Basic Services and Additional Service tasks to be accomplished shall be evaluated. The Offeror will be placed in rank order, and assigned scores, based on the adequacy and responsiveness of their work plans and other responses.

**C. Compensation (10 points).** The fees quoted shall be evaluated and the most points will be given to a qualified Offeror with the lowest total anticipated compensation as determined by the City. Lower points will be awarded to Offerors with higher compensation rates on a percentage basis.