REQUEST FOR PROPOSALS

For

COST ALLOCATION CONSULTANT

Proposals Due by 3:00 PM, February 17, 2020

The City of Hazleton is accepting proposals from qualified firms for a Cost Allocation Consultant. The objective is to ensure that fees charged by the City are based on the cost incurred from providing the service. The cost allocation study will examine the services for which the City charges fees, in order to ensure costs incurred are covered by fees charged, minimizing the impact on the General Fund. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One signed original and three (3) copies of the proposals should be submitted to Hazleton City Hall by 3:00 PM, February 17, 2020. Proposal shall be submitted in a sealed envelope clearly marked Cost Allocation Consultant and addressed to:

City of Hazleton
Daniel Lynch, City Administrator
RE: Cost Allocation Consultant RFP
40 North Church Street
Hazleton, PA 18201

Or emailed to: cityadministrator@hazletoncity.org with the subject line “Cost Allocation Consultant RFP”.

GENERAL INFORMATION

The City of Hazleton is seeking proposals from qualified consultants. The primary objective is to ensure that fees charged by the City are based on the cost incurred from providing the service.

The services and performance conditions are described in the Scope of Work.

There is no expressed or implied obligation of the City to reimburse responding firms for any expense incurred in preparing proposals in response to this request.

During the evaluation process, the City reserves the right, where it may serve the City’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal
indicates acceptance by the consultant of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

To be considered, a proposal must be received by 3:00 PM, February 17, 2020. Please see the Instructions to Submitting Firms in this document for further information.

SCOPE OF WORK

The City of Hazleton is seeking proposals from qualified consultants. The primary objectives for this study include:

1. Work and meet with City staff to refine the scope, purpose, uses, and goals of the Cost Allocation to ensure that the fees charged are both accurate and appropriate to the City’s needs.
2. Meet with staff and conduct interviews as needed to gain an understanding of the City’s processes and operations.
3. Identify the total cost of providing each City service at the appropriate activity level and in a manner that is consistent with all applicable laws, statutes, rules and regulations governing the collection of fees, rates and charges by public entities.
4. This study will provide the City with information necessary to increase general fund revenue:
   1. by recovering costs expended on federal and state programs, enterprise funds, and component units and other governmental entities;
   2. recover overhead costs by incorporating indirect cost rates in grant applications;
   3. identify the full cost of providing services to tax exempt organizations;
   4. identify central service costs of supporting internal service funds or enterprise funds, including those costs in the fees charged to users.
5. Present the plan to the City’s administration and make necessary adjustments as requested.
6. If requested, prepare and/or deliver presentations to the City Council to facilitate their understanding of the plan and its implications to the City.

PROPOSAL REQUIREMENTS

1. The respondent’s proposal must include a project plan under this RFP for a Cost Allocation Plan as outlined in the scope of work. The project plan should include, at a minimum, the following:
   a. Approach and methodology for the study
   b. Identification of project plan milestones
   e. Schedule for project completion and submittal

2. Describe the governmental experience of the consultant including the specific details regarding experience in the area of cost allocation plan studies.
3. Provide a minimum of three municipal government references where the firm has provided cost allocation services in the past thirty-six (36) months.
4. Provide information regarding staffing including the experience of the individuals who will be assigned to the engagement. This should also include each individual’s relevant experience with municipalities and preparing cost allocation plan studies.
5. Include a complete summary of the estimated number of consulting hours required.
6. Include a schedule of all fees and expenses for the work tasks and deliverables described in this RFP including travel and reimbursable expenses.
7. Provide the proposed cost of services as a total not-to-exceed amount.
8. Please provide three (3) bound and one (1) unbound copy of the proposal.

METHOD OF SELECTION

The City will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness
- Responsiveness to the City’s issues
- Potential to benefit the City
- Experience of the firm providing similar services to other municipalities
- Cost effectiveness
- Quality of proposed staff

INSTRUCTIONS TO SUBMITTING FIRMS

1. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

2. Rights of the City of Hazleton

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

1. Make the selection based on its sole discretion;
2. Reject any and all proposals without prejudice;
3. Issue subsequent Requests for Proposal;
4. Postpone opening for its own convenience;
5. Remedy technical errors in the Request for Proposal process;
6. Approve or disapprove the use of particular sub-contractors;
7. Negotiate with any, all, or none of the prospective firms;
8. Solicit best and final offers from all or some of the prospective firms;
9. Accept other than the lowest offer; and/or
10. Waive informalities and irregularities in the proposal process.

3. Contract Type

A standard professional services agreement will be executed with the recommended firm.

4. Collusion

By submitting a proposal, each prospective firm represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.