

REQUEST FOR PROPOSALS (RFP)

**PREPARATION OF AN INDIANA COUNTY HOUSING PLAN UPDATE AND LAND BANK FEASIBILITY
STUDY**

Proposal Due Date: August 14, 2026

Indiana County Office of Planning and Development 801 Water Street

Indiana, Pennsylvania 15701

SECTION 1- REQUEST FOR PROPOSALS (RFP)

Project: Indiana County Housing Plan Update and Land Bank Feasibility Study

Budget: \$75,000

Contact: Josh Krug, Deputy Director of Planning
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801 Water Street
Indiana, PA 15701
724-465-3870

Proposal Deadline: August 14, 2026

All proposals are to be sent via mail or emailed to comments@ceo.co.indiana.pa.us by 4:00 PM, Friday, August 14, 2026.

SECTION 2- PROJECT BACKGROUND

Purpose: The County of Indiana in the Commonwealth of Pennsylvania is seeking proposals for the preparation of an update to the Indiana County Housing Plan and a Land Bank Feasibility Study.

The existing Indiana County Housing Plan was adopted in 2014. In the Indiana County Comprehensive Plan, adopted in 2012, is Chapter 7- Housing. A Blighted Property Inventory (BPI) has been completed, identifying approximately 225 properties in the most recent update. Recently, a Blight Remediation Strategy has been developed by the County. Both the BPI and Blight Strategy will be key elements in the development of a Land Bank Feasibility Study and the Housing Plan Update, including an implementation Strategy.

The project will ensure the following:

A. The Housing Plan Update effectively reflects the community development objectives in the Indiana County Comprehensive Plan which was adopted in 2012, Indiana County Housing Plan of 2014, and other adopted plans as well as the Pennsylvania Housing Action Plan.

B. Plan and Study development involves key stakeholders for the development of the update and study, including Indiana County Commissioners, the Indiana County Office of Planning & Development, Redevelopment Authority of Indiana County (RAIC), Indiana and Mon Valley, Indiana County Housing Consortium, Realtors Association of Westmoreland, Indiana Landlord Association, local municipalities, partners and other stakeholders.

C. The Land Bank Feasibility study is inclusive and comprehensive in nature with respect to utilization of available data and developing appropriate data and as well as thorough in the analysis and recommendations regarding land banking in Indiana County.

Community Background: Officially founded in 1803, Indiana County is a largely rural County located in Western Pennsylvania. There are currently 38 municipalities within the county comprised of 14 Boroughs and 24 Townships. As of July 1, 2025, the US Census estimated population of the County was 82,878. The County seat, Indiana Borough, is the largest of the boroughs and includes one of the Pennsylvania state schools, Indiana University of Pennsylvania, with just over 9,000 students. White Township, which completely surrounds Indiana Borough, is the most populated Township in the County. Both around 15,000 in population, Indiana Borough and White Township have a combined population of around 30,000. The remaining 36 municipalities have a combined population of just under 53,000 and are mostly small boroughs and townships. Other larger boroughs include Blairsville, Homer City, Clymer and Saltsburg. Other more populated townships include Center, Burrell and Green Townships.

SECTION 3- GENERAL REQUIREMENTS

3.1 County's Right to Modify, Rescind, or Revoke RFP. The County reserves the right to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative or representatives of the County executes a contract with the selected proposer.

3.2 County's Right to Reject. This RFP does not commit the County to select a proposer or to award a contract to any proposer. The County reserves the right to accept or reject, in whole or in part, any proposal it receives pursuant to the RFP.

3.3 Schedule of Events. The County will make a good faith effort to follow the timeline set forth in Section 6 for evaluating, negotiating and issuing an award.

3.4 Ownership of Proposals. All proposals become the physical property of the County upon receipt.

3.5 Proposal Effective Date. All proposals must remain in effect and shall not be withdrawn for ninety (90) days from the proposal submittal deadline. Proposals may be withdrawn in writing prior to deadline that proposals are due at the County.

3.6 County's Right to Select. The County reserves the right to select the proposal which it judges to be in the best interest of the County. Should the County receive only one proposal, the County reserves the right to initiate negotiations with the proposer or to reject the proposal at

any time during the said ninety (90) day period that proposals remain effective and initiate a new proposal process.

SECTION 4- DETAILED WORK PROGRAM

4.1 Goal. The goal of the work program is to develop an Indiana County Housing Plan Update and a Land Bank Feasibility Study. The following objectives must be met:

- A. All existing plans and data, including the Indiana County Comprehensive Plan, the Indiana County Housing Plan, the Blighted Property Inventory, and the Blight Strategy are reviewed and considered.
- B. The Plan contains an implementation guide/matrix for the goals and recommendations with a key focus on maximization of existing programs and policies,
- C. Public and Stakeholder Engagement is a critical component of Plan Development
- D. The Plan and Study are well organized, internally consistent, and understandable.
- E. The Study is inclusive and comprehensive in nature with respect to utilization of available data and developing appropriate data and as well as thorough in the analysis.

4.2 Tasks. Principle work tasks required to accomplish the goals and objectives of preparation of the Housing Plan and Feasibility Study must include at a minimum the following:

- A. Initial Research and Analysis. The consultant is expected to have a thorough knowledge of Housing, Blight Remediation procedures, practices and design standards in use both in the Commonwealth and in other areas of the country. The consultant must also be able to acquire, interpret, understand and analyze the existing Housing and Community Development landscape in Indiana County. This will require a review of existing plans, policies, programs and the overall approach to implementing the currently adopted plans. The Plan Update must be appropriate to Indiana County's unique sociodemographic, physical and cultural characteristics and it must be comprehensive and inclusive of a range of areas, priorities, visions, issues and concerns.
- B. Consultations with Others. The consultant shall coordinate with key county departments, governmental agencies and professional organizations to ensure that technical and other information gathered is current and correct. This also provides an opportunity for initial input into the Plan Update regarding leveraging existing programs, the goals and strategies already in place and their vision for the future of housing in the county. This would include the Indiana County Office of Planning & Development, Housing Authority of Indiana County (HAIC), Redevelopment Authority of Indiana County, Indiana

County Community Action Program (ICCAP), Aging Services, Inc. and other partners within the Indiana County Housing Consortium.

C. Preparation of Draft Housing Plan Update and Study. The consultant will provide one (1) digital and two (2) hard copies of the draft Plan Update and the Land Bank Feasibility Study to the Office of Planning and Development for use by staff and the Project Steering Committee. The consultant shall propose a design for the Plan's front cover, which shall be subject to approval by the County. Based on staff and stakeholder review and comments, the consultant may be required to revise the draft Plan and Study. The outcome of this task will be a final draft of the Plan and Study.

D. Preparation of Final Housing Plan Update and Study. Following completion of the Staff, Committee, and public review, hearing and adoption of the Plan by the Indiana County Commissioners, the consultant will provide, in final form, one (1) digital version of the Plan and Study that includes the signed and dated enactment page, and two (2) hard copies.

4.3 Management and Process of the Indiana County Office of Planning and Development. The Deputy Director of Planning and the Assistant Director are the Project Managers. The Housing and Community Development Section and the Project Steering Committee will receive, review and approve all work products. The Housing and Community Development Section will receive and process all invoices. All invoices will be finally approved by the Executive Director of the Office. The process for completing the work outlined in this RFP will generally be as follows:

A. Preparatory Meeting. The consultant, Project Managers, and Steering Committee will hold preliminary discussions to finalize a schedule and other matters necessary to ensure timely and satisfactory completion of the work.

B. Project Meetings. Meetings between the consultant staff and Steering Committee will include, at a minimum, one meeting at the conclusion of each task outlined in the above section 4.2. The outcome of the meeting shall be agreement between the consultant, Project Managers and Steering Committee that the task has been completed satisfactorily. If, as a result of the first meeting it is determined that the task has not been completed satisfactorily, a second meeting may be required to complete the task respectively.

C. Optional Meetings. The consultant may request to meet with the Project Managers and Planning staff at any time to discuss the project. The Project Managers, Staff, and the Project Steering Committee may also request to meet with the consultant at any time.

D. Consultations with Others. The consultant shall be responsible for scheduling, attending and conducting all meetings, interviews and consultations necessary to carry out Task 4.2.B. The Managers and Planning staff will attend the meetings, interview or consultation with the consultant, as requested by the consultant or as deemed necessary by the Project Managers.

E. Public Hearing and Adoption. The consultant and ICOPD staff will be jointly responsible for conducting the public hearing. If, as a result of the public hearing, it is necessary to revise the final draft, the consultant will be responsible for making the required changes to the draft. The Planning Section will be responsible for overseeing the adoption process as well as printing and distributing copies of the adopted Plan as required by the MPC.

SECTION 5- PROPOSAL CONTENTS

5.1 Provision of Information. Each proposer must provide current, accurate, complete information about all of the following in support of its proposal. Each proposer shall submit two (2) hard copies of the proposal and one digital copy that contains the following items:

A. Letter of Interest. A letter of interest, signed by the duly authorized official of the firm and addressed to the project manager, Josh Krug, must be provided that:

- Identifies the lead firm, contact person, project manager and key staff that will be responsible for the project tasks.
- Includes complete contact information for the key person responsible for the proposal including email address and direct telephone number.
- States that the proposal will remain in effect and shall not be withdrawn for ninety (90) days from the date the proposal is due at the County;
- States that the proposer understands the work to be performed and is qualified to perform the work.

B. Project Narrative. The proposal shall include a statement that the proposer has a clear understanding of the work required to be performed, and a written narrative that describes the following:

- The proposer's understanding of the work to be performed and the products to be delivered, with specific references to this RFP.
- The proposer's understanding of the required involvement of the Planning and Development Staff in the work program, including materials and other support by the County.

C. Work Program. The proposal must describe how the proposer intends to accomplish the required work and include the following information:

- Methodologies, techniques, and approach to management of the project.
- A breakdown of the work into tasks and sub-tasks with a description of each.
- Any unique or innovative technologies or approaches to the work program that the consultant proposes to use.

D. Work Schedule. The proposal shall include a time table for the performance of the work program, including the completion of all tasks and delivery of all materials.

5.2 Consultant Qualifications and Experience. The proposal shall clearly describe the qualifications and experience of the consultant who is to perform the work. Qualifications must include expert knowledge of subdivision and land development design and improvements standards, ordinance drafting, and pertinent Pennsylvania law.

A. Firm Experience. The proposal shall include a summary of recent and relevant work completed by the consultant's firm. At least three examples of recent and relevant work shall be provided. Work experience cited as an example shall identify members of a firm who participated in the work and who will be assigned to work on the proposed new ordinance.

B. References. At least three references shall be provided.

C. Consultant Participation. The qualifications, experience and title/position of each member of the Consultant's staff who will participate in the work program must be provided. The proposal shall show in a matrix or chart each task and subtask with estimated times to be spent on each. Members of the consultant's staff shall be indicated as well, and staff members likewise identified.

5.3 Cost Proposal. **A separate cost proposal** shall be submitted in a sealed envelope clearly marked "Preparation of an Indiana County Housing Plan Update and Land Bank Feasibility Study," with the name of the proposing firm on the envelope.

A. Contents. **The cost proposal shall include the following information:**

- Copy of the signed letter of interest
- Labor hours and labor rates for each key staff person, and labor category for other staff
- Labor overhead
- Detailed breakdown of expenses including Travel, Printing, Mailing, Telecommunications, and Other

- Total proposed price for completion of the project, clearly identified

SECTION 6- SELECTION PROCESS

6.1 Submission of Proposals. Proposals shall be due by 4:00 PM, Friday, August 14, 2026. Two (2) hard copies of the proposal and one (1) digital copy shall be addressed and delivered as follows:

Josh Krug, Deputy Director of Planning, Indiana County Office of Planning & Development, 801 Water Street, Indiana, PA 15701. Email digital copy to **comments@ceo.co.indiana.pa.us**

6.2 Procedures for Questions. Send questions about the RFP to jkrug@ceo.co.indiana.pa.us.

6.3 Consultant Selection Criteria. The Staff at the Indiana County Office of Planning Development will review and evaluate each proposal and select a consultant or firm that provides the best proposal for the County, with consideration for all criteria. The following criteria will be used to evaluate proposals:

- Key personnel, previous experience, and the role they will fill on the projects
- Qualifications and time commitments of the project manager (s)
- Current and projected workloads
- Realistic project schedule
- Technical approach to accomplish the work
- Capabilities to meet specialized project requirements
- Record of past performance on similar projects
- Demonstrated ability to meet deadlines
- Capability to complete projects without major costs overruns
- Other

6.4 Interviews. After review of the proposals by County staff, finalists will be interviewed at the Indiana County Office of Planning & Development. Interviews are expected to take place two to three weeks after the deadline for submission of proposals.

6.5 Final Selection and Negotiations. The selected consultant will be notified as soon as possible after completion of all interviews. Final costs and other matters will be negotiated between the selected consultant and County following notification to the consultant. If the selected consultant and County are unable to reach agreement, the County will cease negotiations and contact the proposer with the next highest rating.

6.6 Commencement of Work. Work shall commence as soon as a fully executed contract has been obtained.