

REQUEST FOR PROPOSALS/QUALIFICATIONS for  
HOUSING PROGRAM CONSULTING SERVICES  
Intake Coordinator



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428  
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: April 16, 2026

**Responses Due: May 7, 2026**

## **Borough of Conshohocken | RFP for Housing Rehabilitation Program Intake Coordinator**

### **Introduction**

The Borough of Conshohocken is committed to the provision and preservation of safe, affordable housing for its residents and the maintenance of the Borough's existing housing stock. Conshohocken provides housing rehabilitation services for low and moderate-income, single-family, owner-occupied households using federal funds provided through grants from the U. S. Department of Housing and Urban Development, administered by the Pennsylvania Department of Community and Economic Development.

The Borough of Conshohocken is accepting proposals for the position of Intake Coordinator for its Housing Rehabilitation Program.

### **Scope of Work and Qualifications**

The Intake Coordinator is responsible for processing applicants for service including but not limited to determining the income eligibility of applicants; serving as a liaison with program participants and contractors; preparing bid documents, conducting contract signings, and a variety of administrative activities.

The selected Consultant will process applications for the housing rehabilitation program based on established Program priorities on an ongoing basis.

Specific activities related to the position include, but are not limited to the following:

1. Scheduling and conducting interviews with applicants;
2. Explaining program requirements and procedures;
3. Documenting applicant income and assets;
4. Verifying application information as needed;
5. Providing information regarding lead paint hazards, radon, and fair housing;
6. Preparing and distributing bid packages;
7. Preparing contracts and conducting contract signings;
8. Interfacing with contractors as needed;
9. Corresponding with applicants and participants as needed;
10. Assisting in implementing lead and radon hazard reduction regulations as needed; the promotion of fair housing; program outreach; and
11. General problem resolution with clients and contractors.

Qualifications for the position are as follows:

1. The ability to positively interact with clients of diverse backgrounds and circumstances, contractors, and others;
2. Interviewing skills;
3. Excellent written and oral communication skills;
4. Knowledge of publicly funded and administered programs;
5. Knowledge of income requirements and verification procedures for federally funded programs (Previous experience in the administration of such programs is essential.);
6. Understanding of client confidentiality;
7. Familiarity with contract documents, and form development;

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8. Accurate record keeping; and
9. Problem solving skills.

### **Term of Work**

The Scope of Work is to be performed on an ongoing basis based on the contract to be executed between the Borough and the Consultant for a period of three (3) years. All contracts are dependent upon the availability of program funding from the Pennsylvania Department of Community and Economic Development.

### **Proposal Requirements**

Proposal may be submitted in letter form, and should include the following:

1. Individual qualifications;
2. Previous relevant experience; and
3. Hourly rate and an annual maximum not to exceed amount for a twelve (12) month period.

### **Minority and Women Owned Business and Section 3 Policy**

It is the public policy of the Borough of Conshohocken to promote the opportunity for full participation by minority and women business enterprises (MBE's and WBE's) in all housing and community development programs.

In federally funded contracts Conshohocken adheres to Section 3 of the Housing and Urban Development Act, which requires that to the fullest extent opportunities for training and employment be given to low-income residents of the project area.

### **Non-Discrimination/Sexual Harassment**

The Borough of Conshohocken does not discriminate against or tolerate harassment of any person on the basis of age actual or perceived ethnicity, race, color, ancestry, religion, national origin, gender, gender identity or expression, marital or familial status, sexual orientation, mental or physical disability, use of guide or supportive animals or mechanical aids and/or source of income in its conduct of business with any applicant, contractor or subcontractor.

### **Selection Criteria**

The following criteria will be used to select consultants:

1. Previous experience with publicly funded program implementation;
2. Ability to follow established processing procedures;
3. Ability to comply with federal, state, and local regulations in implementation of rehabilitation services;

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4. Qualifications; and
5. Cost.

The Borough of Conshohocken may hold interviews prior to final selection of consultants. Consulting contracts are dependent upon the availability of funds from the Commonwealth of Pennsylvania Department of Community and Economic Development. The Borough reserves the right to reject any or all proposals without penalty.

### **Timetable for Submission**

Copies of the request for proposals are available at Conshohocken Borough Hall, 400 Fayette Street, Suite 200, Conshohocken between 8:30 a.m. and 4:00 p.m. Monday through Friday, and on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)). Questions may be addressed to Chris Stetler at 610-828-1092, [cstetler@conshohockenpa.gov](mailto:cstetler@conshohockenpa.gov), or in writing to Borough of Conshohocken, 400 Fayette Street, Suite 200, Conshohocken, PA 19428.

Proposals must be submitted no later than 4:00 p.m. on May 7, 2026 and should be addressed to:

Christine M. Stetler  
Community Development and Grants Coordinator  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428

Faxed or e-mailed proposals will not be accepted.

It is anticipated that a decision will be made and contract authorized no later than May 20, 2026.