

Request for Proposals

Consolidated Plan Consulting Services



Proposals DUE: November 24, 2014

City of Springfield
Community Development Department

Domenic J. Sarno, Mayor
Kevin Kennedy, Chief Development Officer

Introduction

The City of Springfield acting through its Office of Community Development (OCD) is requesting bids from qualified firms (Consultant) to assist in the development and preparation of the City of Springfield's 5-Year Consolidated Plan for Housing, Community and Economic Development. The Consolidated Plan combines the planning and application requirements of the Federal statutes and serves as a statement of long-and-short-term housing, community and economic development objectives for the period July 1, 2015 through June 30, 2019. The Consolidated Plan must meet all requirements of the Federal regulations (see "Scope of Work"). This is a firm deadline project, which will commence in December, 2014 and must be completed by no later than May 1, 2015. In 2014-2015 the City of Springfield received \$3,656,997.00 in federal Community Development Block Grant (CDBG) and \$1,134,415.00 in the HOME Investment Partnerships Program funding. The City also received \$305,439.00 in Emergency Solutions Grant (ESG) funds and \$454,567.00 in funds for Housing Opportunities Persons with AIDS (HOPWA).

Contract Terms and Conditions

Ownership of Material

All rights, titles to and ownership of all data, material and documentation resulting from this project and/or prepared for the City pursuant to this contract shall remain exclusively with the City. The prospective consultant shall be paid for all service as will be specified in the contract.

SCOPE OF SERVICES:

The specific requirement for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24, Section 91, et. Seq. (24 CFR 91) and guidance for preparing a Consolidated Plan submission can be found at <http://www.hud.gov/offices/cpd/systems/idis/obtainaccount.cfm>.

Specific tasks shall include, at a minimum:

I. Needs Assessment

The Consultant shall gather factual information to assist with the preparation of the Consolidated Plan with a focus on the following:

- Review of ACS data
- Review of available data, reports and documents
- Review of current HUD Consolidated Plan regulations and guidance, particularly changes made since 2000.
- Design and coordinate a public participation process that seeks meaningful input from community residents and stakeholders; including those with barriers to providing input (such as language or disability). At a minimum, the public participation process will include: resident survey, neighborhood meetings, interviews and/or focus groups, two public hearings, information from City

departments utilizing CDBG funds for projects, the business community, housing agencies, social service agencies, CHDO representatives, neighborhood associations and community advocacy groups.

- Conduct analysis and assess data gathered and develop 5 year priority recommendation incorporating factual data and public input collected to support those recommendations
- Gather and put together information from survey

II. Preparation of 5-Year Consolidated Plan & 1 year Action Plan

- Assist with the development of a draft Consolidated Plan using the eCon Planning Suite; priorities and strategies, along with proposed accomplishments and performance measurements. The plan will take into consideration improved ways to present and display information as well as any federal regulation changes, with new emphasis on the foreclosure and economic crisis, and with a renewed focus on the Strategic Plan and performance measurements.
- Assist with the development of a draft FY 16 Annual Action Plan that includes proposed activities, proposed accomplishments and performance measurements.
- Provide internal copies of plan section to OCD staff for review and comment before public draft of plan is finalized.
- Assist with the submission to HUD, using eCon Planning Suite for the 5-year Consolidated Plan and the FY 16 Annual Action Plan.
- Prepare maps, tables, charts, illustrations and photographs to include in plan using eCon Planning Suite.

REQUEST FOR PROSALS

1. Reviewing Period

The City of Springfield's Office of Community Development is accepting proposals from all parties wishing to be considered to provide consulting services to assist with the preparation of the Con Plan 2015-2019.

2. Budget

The City of Springfield has a budget for this project of \$10,000. The City cannot award a contract for services in excess of \$10,000. All prices are firm and not subject to increase during the period of this contract.

3. Questions and Interpretations

Any substantive questions regarding the proposal documents shall be referred to Cathy Buono, Director of Administration & Finance, Office of Community Development via email at cbuono@springfieldcityhall.com.

4. Certification of Non-Collusion

All consultants must sign the attached certificate of non-collusion. This signed form must be submitted with the proposal package. Failure to sign and submit the form is cause for that proposal to be rejected.

5. Conflict of Interest

The consultant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Chapter 268A of the General Laws concerning conflict of interest. The consultant covenants that it presently has no interest and shall not require any interest, direct or indirect, which will conflict in any manner or degree with the performance under the agreement.

6. Signature

All proposals shall be complete, factual, and signed by an authorized officer of the consultant's company on the appropriate page(s).

7. Waiver

The City of Springfield reserves the right to reject any and all proposals, or to waive any informalities in the proposal process, if deemed in the City's best interest.

Failure to comply with the above conditions and requirements or any attached specifications or any other minimum qualifications will be justification to reject any proposal as incomplete.

Proposal Submission Requirement

The name of the proposer and title of the project, **5 year Consolidated Plan RFP**, must appear on the front cover of each proposal.

Proposals shall be due to the City's Community Development Department **on or before 2:00 PM on Monday, November 24, 2014**. Proposals to be mailed or emailed to:

Cathy Buono, Director of Administration & Finance
Office of Community Development
1600 East Columbus Avenue
Springfield, Ma 01103
cbuono@springfieldcityhall.com

Price Proposal:

Proposing consulting firm should fill in the appropriate hourly rate for each principal or staff person who will work on the project.

Resume:

A resume for each principal or staff person listed in the price proposal.

Reference:

Please list three references with contact information.

QUALIFICATIONS

- Minimum of ten years of experience working with HUD CDBG and HOME Programs in a management or consultant capacity.
- Minimum of 5 years of experience with HUD 5-year Consolidated Plan Process
- Minimum of 5 years of experience in Neighborhood Revitalization Strategy Areas and Housing Needs Assessment.

COST (PRICE) PROPOSAL SHEET:

PRICE (OR COST) INFORMATION MUST BE SUBMITTED AND SIGNED.

Agency/Individual Name:

Address:

Telephone #:

Contact Person:

Directions: Proposing consulting firm should fill in the appropriate hourly price for each principal or staff person who will work on the project.

Hourly Rate

Name of Principal/Staff Person

Signed: _____

CERTIFICATE OF NON-CONCLUSION

The undersigned certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Date

Name of Business