

**City of New Bedford, Massachusetts
Mayor Jon Mitchell**

**Office of Housing & Community Development
Patrick J. Sullivan, Director**

**Request for Proposal
Consulting Services for the Preparation of a 5-Year Consolidated Plan
and the FY15 Annual Action Plan**



PROPOSAL DEADLINE:

Wednesday, July 30, 2014 at 2:00 pm

ISSUED BY THE:

**City of New Bedford
Office of Housing and Community Development
608 Pleasant Street
New Bedford, MA 02740**

**tel. (508) 979-1500
fax. (508) 979-1575**

<http://www.newbedford-ma.gov/community-development/>

PROPOSAL FOR CONSULTING SERVICES FOR THE PREPARATION OF 5-YEAR CONSOLIDATED PLAN AND FY15 ANNUAL ACTION PLAN

GENERAL CONDITIONS AND REQUIREMENTS

1. **Proposal Rules**

This Request for Proposal (RFP) is solicited to the General Public and a Professional Services Contract will be awarded pursuant to the rules set forth in Chapter 30B of the Massachusetts General Laws. **The City of New Bedford is an equal opportunity and affirmative action employer. Women, minorities, and individuals with disabilities are encouraged to apply.**

2. **Reviewing Period**

All proposals meeting RFP requirements and conditions may be held by the City of New Bedford for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of consultants, prior to the awarding of the contract.

3. **Budget**

The City of New Bedford has a budget for this project of **\$15,000 - \$24,999**. The City cannot award a contract for services in excess of this amount.

4. **Compliance with Applicable Laws**

The contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.

5. **Questions and Interpretations**

Technical assistance questions regarding the proposal should be addressed in writing at least five (5) working days prior to the date and time for receipt of proposals to Joseph M. Maia at the above address or by email to jose.maia@newbedford-ma.gov.

All answers and interpretations and any changes to the documents will be issued in the form of addenda to all consultants of record, and will be posted on the City web site:

<http://www.newbedford-ma.gov/purchasing/>

6. **Ability and Experience**

The City of New Bedford will not award a contract to any consultant who cannot furnish satisfactory evidence of their ability and experience to perform the requested services.

The City of New Bedford may make such investigations as it deems necessary to determine the above and a consultant shall furnish information requested in this regard.

7. **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.

8. **Corrections**

Erasures or other changes in the proposal must be explained or noted over the signature of the consultant.

9. **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 would conflict in any manner or degree with the performance under the agreement.

No employee of the City of New Bedford and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

10. **Prospective Consultant's Qualifications**

The prospective consultant replying to the RFP shall be or represent a firm, company or corporation possessing experience and expertise in planning, community development and/or a related field and the professional standards thereof, to undertake and successfully complete the Scope of Services as outlined in this RFP.

11. **Signature**

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

12. **Waiver**

The City of New Bedford 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.

13. **Number of Copies**

The proposer shall provide one (1) original and three (3) copies of proposal to the City of New Bedford's Office of Housing and Community Development. The envelope shall be marked "SEALED PROPOSAL" Consolidated Plan Consulting Services

14. **Place and Time**

Sealed proposals will be received at the City of New Bedford's Office of Housing and Community Development, 608 Pleasant Street, New Bedford, MA 02740 until 2:00 p.m., Wednesday, July 30, 2014 at which time and place they will be opened and recorded.

15. **Modifications**

A consultant may correct, modify, or withdraw a proposal by sealed, written notice clearly marked as a correction, modification, or withdrawal and received at the New Bedford Office of Community Development prior to the time and date set for the proposal deadline.

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.

INTRODUCTION

The City of New Bedford acting through its Office of Housing and Community Development (OHCD) is requesting proposals from qualified firms (Consultant) to undertake the development of the City of New Bedford's 5-Year Consolidated Plan for Housing, Community and Economic Development (Consolidated Plan) and the Fiscal Year 2015 (FY15) Annual Action Plan (period of July 1, 2015 to June 30, 2016).

The proposer must meet all Federal regulations and utilize HUD's IDIS eCon Planning Suite format/template.

The Consolidated Plan combines the planning and application requirements of certain Federal statutes and includes a Needs Assessment and Market Analysis outlining levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. The consultant will be expected to gather the information through a number of methods, including consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing market analysis. The Needs Assessment portion forms the basis of the Strategic Plan that will detail how the City of New Bedford will address its priority needs.

The period of this Consolidated Plan is July 1, 2015 through June 30, 2020. The Consolidated Plan must meet all requirements of the Federal regulations (see "Scope of Work") and must follow the HUD guidance for the eCon Planning Suite. This is a firm deadline project, which will commence in August, 2014 and must have a draft document for public comment completed by February 15, 2015, and a completed document submitted to HUD by no later than May 12, 2015.

Background

The City of New Bedford, a seaside community located 54 miles south of Boston and 33 miles east of Providence, Rhode Island. As an entitlement community, each year the City receives approximately \$2.5 million in Community Development Block Grant (CDBG) funds, approximately \$750,000 in Home Investment Partnership Grant (HOME) funds, and \$216,000 in Emergency Solutions Grant funding.

The 2010 U.S. Census or the latest American Community Survey includes the following New Bedford statistics:

- Population – 95,072 (2010 Census), 95,078 (latest estimate)
- Median Household Income - \$36,789
- Individuals below poverty level – 21.6%
- Persons 65 years or older – 15%
- Hispanic or Latino population (of any race) – 16.7%
- Person with a disability – 18.1%
- Total housing units – 43,841
- 55% of housing was built 1939 or earlier

CONTRACT TERMS AND CONDITIONS

Proposal Preparation

The prospective consultant is to follow the instructions and requirements of the proposal submission requirements in preparing and submitting their response to the RFP.

Cost Liability

The City of New Bedford assumes no responsibility and no liability for costs incurred relevant to the RFP by prospective consultants prior to issuance of a contract.

Selection of Proposals

The City of New Bedford shall award a professional consulting contract to the responsible prospective consultant whose proposal conforms to the RFP, is the most advantageous to the City of New Bedford, and meets the requirements as stated in the proposal submission requirements.

The selected consultant will be required to sign a contract with the City of New Bedford in which she/he accepts responsibility for the performance of services as stated in the submitted proposal and be prepared to commence work immediately upon execution of the signed contract and receipt of a Notice to Proceed.

Acceptance of Proposal Content

The contents of the proposal of the successful consultant, in its entirety, shall form the base of any contract that is awarded.

Successful Consultant Responsibilities

The successful consultant will be required to assume sole responsibility for the complete project as required by this RFP. The City of New Bedford will consider the successful consultant to be the sole point of contact with regard to contractual matters, whether or not subcontractors are used by the successful consultant for one or more parts of this project. The successful consultant will be responsible for representing the City in any discussions with HUD regarding the Consolidated Plan that is to be prepared.

Subcontracting

Subcontracting will be allowed for tasks required by this RFP. Any intent to subcontract on the part of the prospective consultant must be specifically described in the proposal. The City of New Bedford reserves the right to approve the use of all subcontractors.

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.

Additional Requirements

During the project's contract, the selected Consultant will attend all required meetings without additional compensation. In addition, the Consultant will meet with OHCD staff at the start of the project and as necessary throughout the project to review recommendations and project status. The selected Consultant we be expected to attend any relevant HUD briefings and training without additional compensation.

Price Change

All prices shall be firm and not subject to increase during the period of this contract.

SCOPE OF WORK

Specific tasks shall include, at a minimum:

I. Process Preparation

- Obtain authorization and passwords for use of HUD's IDIS online reporting system;
- Review of current HUD Consolidated Plan regulations and guidance, particularly changes made since 2010. The specific requirements for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24, Section 91, et. seq. (24 CFR 91). Regulations, notices and guidance for preparing a Consolidated Plan submission can be found at (but not limited to):

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan/cp_idis

<https://www.onecpd.info/consolidated-plan/consolidated-plan-regulations-and-federal-register-notices>

Note: Consultant is responsible for being up-to-date and adhering to all HUD requirements for complete submission of the 5-Year Consolidated Plan and one year Annual Action Plan.

- Review the requirements for using the Consolidated Plan template in IDIS Online:
<https://www.onecpd.info/consolidated-plan/econ-planning-suite/>
- Review HUD's 5-Year strategic plan:
<http://portal.hud.gov/hudportal/documents/huddoc?id=hudstrategicplan2014-2018.pdf>

II. Organizational

- Meet with Community Development Department and community stakeholders;
- Prepare a timeline for project milestones including proposed community meetings and stakeholder interviews. This timeline will be made available to the public to explain the process.

III. Needs Assessment

The Consultant shall gather factual and broad community input through citizen participation and data collection including:

- Review of available data, reports and documents;
- Presentations at community and public meetings and moderating discussions (including preparing, copying and distributing bilingual handouts) to gather community input on the community needs. This will include:
 - An initial evening public meeting to explain the Consolidated Plan process and present the timeline;
 - Up to five (5) evening neighborhood meetings;
 - Interviews and/or daytime focus group meetings with community stakeholders, to be determined with the OHCD staff and consultant but at a minimum should include representatives from City departments utilizing CDBG funds for projects, business community, housing agencies, social service agencies, CHDO representatives, and other organizations or individuals deemed appropriate;

- Prepare summary of comments, conduct analysis and assess data gathered and develop 5 year priority recommendations incorporating factual data and public input collected to support those recommendations;
- Using data and information collected develop written Needs Assessment and Market Analysis in format required by HUD;
- Develop maps of key data elements such as income, housing, and racial characteristics; and
- Adjust Needs Assessment and Market Analysis from the HUD eCon Planning submission document to one suitable for public distribution and comment.

IV. Preparation of 5-Year Consolidated Plan & 1-Year Action Plan

- Develop a draft Consolidated Plan using the HUD eCon Planning tool that includes 5-year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements;
- Develop a draft FY15 Annual Action Plan that includes proposed activities, proposed accomplishments and performance measurements using the IDIS eCon Planning Suite;
- Provide internal copies of plan sections to OHCD staff for review and comment before public draft of plan is finalized;
- The draft plan for the public must be in a Word document that is easily readable by the public. Note, it is our understanding that the eCon Planning Suite version, while meeting the HUD submission requirements, may not be the best document to display or print for public review;
- The Consultant is responsible for submitting twelve (12) stapled black/white copies each of the draft Consolidated Plan and Annual Action Plan for public distribution;
- Prepare a display board and 8 ½” by 11” maps of the low and moderate income areas and racial composition organized by census tracts; and
- Present drafts of both documents to the Community Development Advisory Board at an evening public meeting and prepare meeting minutes;

V. Finalization of 5-Year Consolidated Plan & 1-Year Action Plan

- Prepare final draft of both the Consolidated Plan and Annual Action Plan, incorporating information received at the Citizen Advisory Committee public meeting, public comments and comments from OHCD. Last draft to be review by the OHCD prior to finalization;
- Prepare submission the 5-Year Consolidated Plan and the FY15 Annual Action Plan for submission to HUD; and
- Prepare maps, tables, charts, illustrations and photographs to include in plan.

NOTE: The consultant will be responsible for preparing in final form and submitting electronically to HUD all forms and tables in the eCon Planning Suite instructions after City review and authorization. The Consultant will be responsible for making any revisions required by HUD after submission. The consultant will be responsible for all trouble shooting with HUD relative to using the IDIS/eCon Planning Suite software.

FINAL WORK PRODUCTS

The Consultant is responsible for submitting twelve (12) color copies each of the final Consolidated Plan and Annual Action Plan in 3-ring binders and one (1) unbound and reproducible master hard copy of each document, including maps and graphics, no later than May 12, 2015. The Consultant is also responsible for finalizing the digital submission of the Consolidated Plan and Annual Action Plan to HUD and submission by the May 12, 2015 deadline.

The Consultant is also responsible for submitting one (1) copy of the final Consolidated Plan and Annual Action Plan as a PDF.

The Consultant will submit a reproducible copy of all maps, graphics, slide presentations, surveys, and photographs to the OHCD. Presentation materials, such as display boards, slides, videos, etc., shall be submitted to the OHCD.

All deliverables will become property of the City of New Bedford.

PROPOSAL SUBMISSION REQUIREMENTS

Please note that separate non-price and price proposals are required.

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

Proposals shall be due to the City's Office of Housing and Community Development **on or before 2:00 pm on Wednesday, July 30, 2014**. Proposals to be submitted to:

City of New Bedford
Office of Housing and Community Development
Attn: Joseph M. Maia, Community Development Coordinator
608 Pleasant Street
New Bedford, MA 02740

NON-PRICE PROPOSAL CONTENTS

The information submitted must include, but should not necessarily be limited to, the following items:

1. Cover Letter

A letter signed by an officer of the firm, binding the firm to all comments made in the proposal is required. Include a primary contact person for the proposal.

2. Qualifications and Experience

A description of the history, experience and qualifications of your firm and any proposed subcontractors to perform the Scope of Services. Please provide:

- a. Names and addresses of all firms involved on the project (including subcontractors);
- b. History, size and structure of firm(s);
- c. Name(s) of principals in firm(s);
- d. Identification of Principal in Charge, the Project Manager and the roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to project;
- e. Describe other similar projects your firm has undertaken with contact information. Please make specific reference to experience and qualifications as related to HUD Consolidated Plans and Annual Action Plans, CDBG programs, moderating neighborhood meetings, experience/qualifications of assigned staff and experience/success implementing similar projects for municipalities, particularly in economically distressed communities. If the Community Involvement process will be subcontracted, please provide the same information for the subcontracting firm;
- f. Listing of contracts currently under contract; and
- g. Contact information for references from similar projects.

Also include one copy (or electronic link address to) of a product you worked on including a Consolidated Plan, Annual Action Plan and/or similar neighborhood or community strategic planning reports that were completed for other jurisdictions.

3. Approach to Scope of Work

A detailed description of the approach to Scope of Services is required. The City is seeking creative, proven techniques to address the community needs and develop effective strategies for the Consolidated Plan. Key issues for individualized focus include:

- Approach to effectively implementing community involvement, including types of information, materials and media used, charts, graphs, models, presentation formats, public meeting process, meeting formats, community education events, etc, as applicable. Characterize the effectiveness of the community involvement on previous projects;
- Innovative ideas for maximizing the value and amount of work that can be completed within the budget available for this contract. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of work;
- Experience with web based or electronic Federal Government application submission and experience with the HUD IDIS system; and
- Additional recommendations not identified in the scope of service.

4. Plan of Services/Timeline

The Plan of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time.

5. City Resources

A list of the resources, personnel, data, or other assistance which the proposer expects are required from the City in order to complete each task in the scope of services during the planned time period.

The City will be responsible for:

- Preparation of a revised Citizen Participation Plan for review by the Consultant;
- Legal advertising of all meetings and other required postings;
- Procuring or arranging for space for public meetings and doing public outreach for meetings;
- Having a Spanish/Portuguese speaking staff person present at the public meetings;
- Providing the Consultant with copies of any existing handouts, reports, data and presentation information that are available;
- OHCD will release Request for Proposals from nonprofit agencies for FY15 funding; and
- OHCD staff will also be present at all public meetings and presentations

6. References

Provide three (3) references from individuals familiar with your work on HUD programs.

7. Form for Non – Collusion

Sign form that is part of this RFP

8. Form for Tax Compliance

Sign form that is part of this RFP

PRICE PROPOSAL CONTENTS

The price proposal must be in a separate sealed envelope marked as follows: Price Proposal.

1. Detailed Description of Costs

Provide a total not-to-exceed fixed fee. The total funding available for this contract shall not exceed \$24,999. The City seeks proposals that demonstrate maximum value, innovation, effectiveness, and total work to be performed within the funding available.

2. Fee Proposal

The fee proposal will be a lump sum price to provide all labor, equipment, time, materials and other items as necessary to meet the requirements of the scope of service.

3. Detailed Cost Breakdown

Provide a cost for each task identified in the Scope/Schedule and an estimate of manpower hours necessary to complete work. All cost assumptions must be clearly documented in this portion of the submittal. Include a budget for direct expenses.

4. Payment Schedule

A payment schedule based on pre-established benchmarks will be negotiated prior to issuance of the contract. However, the successful applicant should be aware that a percentage of the contract will be held until the plans are approved by HUD.

5. Form for Cost Proposal

Complete and sign form that is part of this RFP

MINIMUM EVALUATION CRITERIA

In order to be reviewed, the proposal must be substantially complete, meet the Qualifications listed in the RFP, and contain all necessary forms.

Qualifications:

- Minimum of five (5) years of experience working with HUD CDBG and/or HOME Programs in a management or consultant capacity;
- Preferred a Master's Degree in Management, Community Planning, Urban Planning, Business Administration, or a related field. A minimum of a bachelor's degree in Management, Community Planning, Urban Planning, Business Administration, or a related field;
- Minimum of five (5) years of experience with HUD's 5-Year Consolidated Plan process or similar local planning processes; and
- Minimum of five (5) years of experience in housing needs assessments.

COMPARATIVE EVALUATION CRITERIA

The proposal will be reviewed by the Office of Housing and Community Development and ranked upon the following criteria:

1. ***Plan of Services: Ratings will be based on the project approach and schedule. Particular attention will be given to the methods by which the consultant plans to complete all items in the scope of service.***

Highly Advantageous

Proposal includes a detailed, creative, logical, and highly efficient scheme for addressing all of the required issues.

Advantageous

The proposal includes a credible scheme for addressing all of the required issues.

Non-Advantageous

The proposal is not sufficiently detailed to fully evaluate, or does not contain components necessary to address all the required issues.

Unacceptable

The proposal does not include a plan of services.

2. ***General Qualifications of Firm: Particular attention will be paid to evidence of successful past performance. Success of project, budget and timeliness may be determined by contacting references.***

Highly Advantageous

Proposer has successfully completed one (1) or more 5-Year Consolidated Plans and other CDBG oriented projects and has a proven track record for completing projects on time, within budget, and on schedule, and proposer has experience with the eCon Planning Suite and IDIS.

Advantageous

Proposer has completed one or more CDBG oriented projects or local planning processes successfully and timely.

Non-Advantageous

Proposer has little or no experience completing CDBG oriented projects.

Unacceptable

Proposer has no experience completing local plans.

CONSULTANT INTERVIEWS

Following evaluation of the submitted materials, at dates and times to be announced, the City may request the three (3) candidate firms that score highest based on the above-listed comparative evaluation criteria to make an oral presentation to the City evaluation team. The presentation must be made by the project manager (and key support team members) to be assigned to the work. Such presentation shall, as a general rule, be limited to approximately 30 minutes for presentation plus 30 minutes of questions

Deadline for submission:

Wednesday, July 30, 2014, at 2:00PM,

City of New Bedford
Office of Housing and Community Development
Attn: Joseph M. Maia, Community Development Coordinator
608 Pleasant Street
New Bedford, MA 02740

At which time proposals will be opened and recorded

CONSULTANT SERVICES – COVER SHEET

| | |
|------------------------------|---|
| Name of Proposer: | Contact Individual: |
| Address: | |
| Phone #: | Alternate Phone #: |
| E-mail Address: | Social Security / Federal Tax ID number: |
| Authorized Signature: | Date: |

PRICE PROPOSAL FORM

Provide a total not-to-exceed fixed fee. The total funding available for this contact shall not exceed **24,999**. The City cannot award a contract for services in excess of this amount. The City seeks proposals that demonstrate maximum value, innovation, effectiveness, and total work to be performed within the funding available.

I, _____, propose to provide the services detailed in the attached Scope of Services for the following proposal price:

\$ _____ lump sum fee.

This proposal shall remain in effect for sixty (60) days.

Detailed Cost Breakdown:

Please attach additional documentation which provides a cost for each task identified in the Scope/Schedule and an estimate of manpower hours necessary to complete work. All assumptions must be clearly documented in this portion of the submittal. Include a budget for direct expenses.

Signature

Date

Name of person signing bid or proposal

Name of Business

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other 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

Date

Name of person signing bid or proposal

Name of Business

STATEMENT OF TAX COMPLIANCE

Pursuant to any local, state, or federal laws, I hereby certify under penalties of perjury that I, to the best of my knowledge and belief, have complied with all laws and obligations relating to governmental tax liabilities.

Signature

Date

Name of person signing bid or proposal

Name of Business