

City of Benton Harbor, Michigan

HUD-Approved Five-Year Consolidated Plan, Annual Action Plans, and Update of Citizen Participation Plan

Request for Proposals

Issuance Date:
Thursday, April 28, 2016

Submission Deadline:
Monday, May 9, 2016

REQUEST FOR PROPOSALS: Professional housing and community development consulting services for the City of Benton Harbor, Michigan. The grantee is seeking the services of a consultant to prepare a HUD approved Five-Year Consolidated Plan, One-Year Action Plan, and Citizen Participation Plan.

PLEASE TAKE NOTE: THIS DOCUMENT CONSTITUTES A REQUEST FOR PROPOSALS, AND IS THUS A SOLICITATION FOR RESPONSES. CONVERSELY, THIS REQUEST FOR PROPOSALS IS NOT A BID AND IS NOT GOVERNED BY STATE OR FEDERAL BIDDING REQUIREMENTS.

MOREOVER, ANY ACCEPTANCE OF A PROPOSAL SHALL NOT RESULT IN A BINDING CONTRACT WITH THE CONSULTANT, BUT INSTEAD WILL ENABLE NEGOTIATIONS TO TAKE PLACE WHICH MAY EVENTUALLY RESULT IN A MORE DETAILED AND REFINED CONSULTANT AGREEMENT OR CONTRACT.

NOTICE TO CONSULTANTS: Sealed proposals will be received in the City of Benton Harbor, Office of the City Clerk until the time and date specified below for:

The Preparation of a Five-Year Consolidated Plan, Annual Action Plan and Citizen Participation Plan for City of Benton Harbor for Submission to the U.S. Department of Housing and Urban Development.

Proposals must be made as to how the Consultant intends to complete the Consolidated Plan, Action Plans, and Citizen Participation Plan more specifically described herein. The City retain the right to reject proposals as non-responsive, to ask for clarification, to enter into negotiations to discuss cost, scope of work, procedures, and final work product, all before executing a formal consultant agreement.

ADDRESS PROPOSALS TO: City of Benton Harbor, Office of the City Clerk, Attention: Darwin Watson, 200 East Wall Street, Benton Harbor, MI, 49022; on or before the time and date specified below. Proposals shall be sealed and clearly marked on the front with reference to the specified proposal. Faxed or emailed proposals will not be accepted.

PROPOSALS DUE: Monday, May 9, 2016 at 4:00 PM EDT QUESTIONS:

Darwin Watson, City Manager
City of Benton Harbor
200 East Wall Street
Benton Harbor, MI 49022
(269) 927-8457
dwatson@cityofbentonharbormi.gov

REQUEST FOR PROPOSALS
CITY OF BENTON HARBOR, MICHIGAN & CONSOLIDATED PLAN, ANNUAL
ACTION PLAN, AND CITIZEN PARTICIPATION PLAN

Section 1. Background Information & Description

The City of Benton Harbor is seeking a qualified consulting firm or individual with experienced principal staff to carry out an involved planning process which results in four U.S. Department of Housing and Urban Development (HUD) approved documents: a five-year Consolidated Plan for the City of Benton Harbor for the period 2016-2020; a one-year Action Plan for the City of Benton Harbor; and a Citizen Participation Plan for the City of Benton Harbor.

Benton Harbor, a HUD entitlement city of 10,038 persons, annually receives approximately \$400,000 in Community Development Block Grant (CDBG) funding.

The Consolidated Plan, Action Plans, and Citizen Participation Plan will be developed in accordance with all applicable HUD regulations. A summary of these requirements is under Section II. Consultants are urged to familiarize themselves with 24 CFR Part 91 regulations and the guidelines established by HUD for the Consolidated Plan and eCon Planning Suite that can be found at <https://www.hudexchange.info/consolidated-plan/econ-planning-suite/>.

Section II. Summary of Project Specifications

The services of the consultant shall commence upon the execution of a formal written contract with the city which is expected to be in May 2016. Outreach and consultation efforts are expected to begin thereafter. A draft project timeline is attached and is subject to change based on guidance and communications from HUD regarding document due dates.

A. Consolidated Plan

A draft Five Year Consolidated Plan must be submitted to the city no later than June 9, 2016. A final copy of the Five Year Consolidated Plan shall be submitted to the city no later than July 1, 2016. The Five Year Consolidated Plan shall be submitted to HUD on or before August 15, 2016.

The consultant will collaborate with City of Benton Harbor staff in the identification, development, scheduling, and implementation of activities designed to complete a HUD acceptable Consolidated Plan. Scope of work includes, but is not limited to the following:

1. Following the explicit requirements in 24 CFR Part 91 to develop a Five-

Year Consolidated Plan through the specified process:

- a. Determining Needs: Needs Assessment and Market Analysis
 - b. Setting Priorities: Determining grantees' priority needs
 - c. Determining Resources: Anticipated Resources and Institutional Delivery Structure
 - d. Setting Goals: Specific, Measurable, Action-Oriented, Realistic, and Time-Bound
2. Citizen Participation and Consultation: Outreach to at least 5 stakeholders and 100 citizens for the development of the Consolidated Plan. Provide meaningful involvement of citizens, community-based organizations, businesses, elected officials, housing and service providers in the planning process and regular consultation with city staff.
3. Developing the draft document through the use of the IDIS Consolidated Plan Template, including but not limited to the following sections as described in *A Desk Guide for Using IDIS to Prepare the Consolidated Plan, Annual Action Plan, and CAPER/PER, October 2014* (<https://www.hudexchange.info/resources/documents/eCon-Planning-Suite-Desk-Guide-IDIS-Conplan-Action-Plan-Caper-Per.pdf>):
- a. Executive Summary
 - b. The Process
 - i. Identification of Lead and Responsible Agencies
 - ii. Consultation
 - iii. Citizen Participation
 - c. Needs Assessment
 - i. Housing Needs Assessment
 - ii. Disproportionately Greater Need
 - iii. Public Housing
 - iv. Homeless Needs Assessment
 - v. Non-Homeless Special Needs Assessment
 - vi. Non-Housing Community Development Needs
 - d. Market Analysis
 - i. General Characteristics of the Housing Market
 - ii. Lead-based Paint Hazards
 - iii. Public and Assisted Housing
 - iv. Assisted Housing
 - v. Facilities, Housing, and Services for Homeless Persons
 - vi. Special Need Facilities and Services

- vii. Barriers to Affordable Housing
- viii. Needs and Market Analysis Discussion

e. Strategic Plan

- i. Overview
- ii. Geographic Priorities
- iii. Priority Needs
- iv. Influence of Market Conditions
- v. Anticipated Resources
- vi. Institutional Delivery Structure
- vii. Goals
- viii. Public Housing
- ix. Barriers to Affordable Housing
- x. Homelessness Strategy
- xi. Lead-based Paint Hazards
- xii. Anti-Poverty Strategy
- xiii. Monitoring

4. Identify Potential Funding Sources: Identify potential State and Federal grants and other available funding sources available to the City for housing-related and community development activities. Suggest financial terms for CDBG projects based on project type or related factors.

B. 2016 Action Plan for City of Benton Harbor

The draft Action Plan, developed in accordance with 24 CFR 91.220, must be submitted to the city no later than June 9, 2016. A final copy of the Action Plan shall be submitted to the City no later than July 1, 2016. The Five Year Consolidated Plan shall be submitted to HUD on or about August 15, 2016, unless otherwise stated by HUD.

The consultant will collaborate with City of Benton Harbor's staff in the identification, development, scheduling, and implementation of activities designed to complete a HUD-acceptable Annual Action Plans for July 1, 2016, through June 30, 2017, based upon the Five-Year Consolidated Plan for 2016-2020. The Action Plan will include the following components:

- 1. Expected Resources
- 2. Annual Goals and Objectives
- 3. Projects
- 4. Geographic Distribution
- 5. Affordable Housing
- 6. Public Housing
- 7. Homeless and Other Special Needs Activities
- 8. HOPWA Goals
- 9. Barriers to Affordable Housing

10. Other Actions

11. Program Specific Requirements

C. HUD Citizen Participation Plan

The consultant shall review and revise, if necessary, the City of Benton Harbor's Citizen Participation Plan, based on regulations in Section 104(a)(2) of the Housing and Community Development Act and 24 CFR 570.486(a)(6), to reflect the City of Benton Harbor's Community Engagement Strategy. If needed, a draft Citizen Participation Plan shall be submitted to the City no later than June 15, 2016. A final copy of the Citizen Participation Plan shall be submitted to the city no later than July 15, 2016.

D. City Staff Participation

The City of Benton Harbor will expect the consultant to have the capacity to exercise independent judgment and to perform those actions necessary to complete the Plan. While the consultant will be working under the general direction of the city, it should be understood the city has limited professional staff capacity to support the project and will rely on the personnel, experience and expertise of the consultant to ensure all necessary components of the process are completed in a timely manner. The city can supply limited printing and copying services, and meeting location/scheduling services.

The city will provide copies of all existing plans, data, and documents including:

- Contact lists of local agencies, neighborhood organizations, special interest groups and others to be invited to participate in the process
- Copies of zoning, subdivision and related land use regulations
- Information and recommendations developed by the Department of Housing and Urban Development
- City Commission or other appointed committees
- FY2011-2016 Consolidated Plan and annual updates
- Analysis of Impediments to Fair Housing
- Continuum of Care
- Facilities, meeting rooms, photocopying, phone, office space, and related services
- Current community development programs, policies, capital improvement plans and related materials

Section III. Submittal Requirements

A. Proposals from interested and qualified consultants pursuant to this Request for Proposal shall be delivered to City of Benton Harbor, Office of the City Clerk, Attn: Darwin Watson, 200 East Wall Street, Benton Harbor, MI 49022 by 4:00 p.m. EDT on May 9, 2016. Any proposal received after

this time will not be considered.

- B. All proposals must address the following elements and not exceed 35 single sided pages in length, including section dividers.
- C. The selection committee shall examine the request for proposals and determine the adequacy of all statements. Any inquiries, suggestions, or requests concerning interpretation, clarification, or need for additional information pertaining to the RFP shall be made through the City of Benton Harbor, Office of the City Manager.
- D. The consultant shall provide a description of qualifications, experience and resources as they relate to undertaking the Consolidation Plan.
- E. The consultant shall provide resumes of specific individuals who will be assigned to work on this project.
- F. The consultant shall provide an outline of the approach, process, and time schedule to complete this project.
- G. The consultant shall provide three references from organizations where similar work has been performed.
- H. Five copies of the completed proposal shall be submitted.
- I. The proposal shall clearly state the legal name, address, telephone number, and fax number of the consultant (corporation, firm, partnership, or individual). The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the consultant to the submitted proposal.
- J. The proposal shall include an itemized estimate of the cost for consultant services. The estimate of consultant cost will not be the determining factor in selection of a consultant, but it will be taken into consideration when evaluating proposals. The City intends to enter into a not-to exceed price contract (payment based on itemized expenses) with the consultant.
- K. The consultant is responsible for all costs related to preparation of the proposal, including an interview presentation to the City' selection committee if requested.

Section IV. Selection Process

Based on evaluation of proposals submitted, the city's selection committee will select a consultant for further negotiation, or may select finalists who may be required to partake in interviews, including personnel designated for the proposal.

Any proposal may be withdrawn up until the date and time set for receiving proposals. Any proposal not so withdrawn shall, upon opening, constitute an offer for a period of 90 calendar days to provide the services set forth.

This Request for Proposal does not commit the city to award a contract, to pay any costs incurred in the preparation of a proposal pursuant to this request, or to procure or contract for services. The city reserves the right to accept or reject any proposals received pursuant this request, to negotiate with all qualified sources, or to cancel in whole or in part this Request for Proposal, if it is in the best interest of the city to do so.

Responses will be evaluated and the consultant selected based on the following criteria:

- The consultant's approach, plan of work, recommended schedules, and suggested responsibility assignments. **(10 points)**
- The consultant's compliance with public policy, record of past performance with the city and other similar agencies and financial and technical resources. **(15 points)**
- Qualifications and experience in providing the requested service(s) as exemplified by past projects and client contacts. **(25 points)**
- Experience and qualifications of personnel to be assigned to the project. **(25 points)**
- Knowledge of and experience in identifying community based decision-making opportunities, techniques and strategies. **(15 points)**
- Total project cost and anticipated time frame to complete the project. **(10 points)**

The selected consultant will be requested to enter into a formal agreement with a payment schedule to be negotiated. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the city. Final designation and approval of all proposed contract(s) for services are subject to approval by the Benton Harbor City Commission.

Section V. General Conditions

- A. No proposal shall be handled so as to permit disclosure of the identity of the offer or contents of the proposal to competing consultants during the process of negotiation.
- B. No proposal may be accepted from or contract awarded to any person, firm or corporation which is in arrears or in default to the City of Benton Harbor, or has failed to perform faithfully in any previous contract with the City of Benton Harbor.
- C. The consultant certifies that the proposal is made without any previous

understanding, agreement, or connection with any person, firm or corporation submitting a proposal for the same project, without prior knowledge of competing proposals, and it is all respects fair, without outside control, collusion, fraud or otherwise illegal action.

- D. Upon signing the proposal, the consultant certifies that no member of the governing body of the City of Benton Harbor, or members of their immediate family including spouse, parents or children, or any officer or employee of the City of Benton Harbor, or any member or employee of a commission, board or corporation controlled by the City of Benton Harbor has received or has been promised, directly or indirectly, any financial benefit related to this contract.
- E. The procurement of the services solicited herein shall be competitive negotiation as set forth in 24 CFR Part 85, Administrative Requirement for Grants, specifically section Part 85.36(b).
- F. All qualified individuals and firms will receive consideration without regard to race, color, religious creed, gender identity, sexual orientation, ancestry, national origin, age, handicap/disability, or sex. The City of Benton Harbor is an equal opportunity employer.