



GARDEN GROVE

CITY OF GARDEN GROVE, CALIFORNIA

**REQUEST FOR PROPOSAL
FOR CONSULTANT SERVICES**

**TO PREPARE
FIVE-YEAR HOUSING AND COMMUNITY DEVELOPMENT
CONSOLIDATED PLAN**

**FOR SUBMISSION TO THE
FEDERAL DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD)**

RFP Issued June 23, 2014

Responses due by 5:00 p.m. Friday, July 18, 2014

PURPOSE OF RFP

The City of Garden Grove (City) is soliciting proposals from qualified professional consultants for professional services to prepare the City's Five-Year Consolidated Plan and Annual Action Plan (year-one). The Consolidated Plan combines the planning and application of certain Federal statutes and includes a Needs Assessment and Market Analysis to identify and develop strategies to address the City's critical housing and community development needs that can be addressed through federal funding sources.

The objective of this Request for Proposals (RFP) is to secure a Consultant to prepare the Plan in its complete form as required by the Federal Consolidated Plan Final Rule as amended at 24 CFR Part 91, and other requirements set forth by federal regulations and the U.S. Department of Housing and Urban Development (HUD) Office of Planning and Community Development (CPD). Qualified applicants shall demonstrate experience with the new eCon Planning Suite, including the IDIS ConPlan template and CPD Maps. The Consolidated Plan must be adopted by the City Council by May 12, 2015 and submitted to HUD by May 15, 2015.

RFP TIMELINE

June 23, 2014	Issuance of RFP
July 18, 2014 (4:00 pm)	Proposal submittal DEADLINE . Address all questions and submit one (1) signed original & three (3) copies to: Ms. Monica Covarrubias, Sr. Program Specialist Community Development Department 11222 Acacia Parkway Garden Grove, CA 92840 Tel 714-741-5144 Email moniacac@ci.garden-grove.ca.us
July 11-24, 2014	Evaluation of Proposals
July 28-31, 2014	Consultant interviews by staff – (Optional)
August 12, 2014	Award of contract by City Council
August 18, 2014	Anticipated Project Start Date

PREPARATION OF CONSOLIDATED PLAN

The Consolidated Plan provides an integrated, Five-Year Consolidated Plan to guide City officials, staff, and community members in utilizing HUD and other resources to provide affordable housing, a suitable living environment, and expanded community and economic development opportunities. Our low, very low, and extremely low-income residents and neighborhoods are of particular interest.

This Consolidated Plan will cover the period from fiscal year 2015-16 through 2019-20 (July 1, 2015 – June 30, 2020), and builds on the current Consolidated Plan, covering fiscal years 2010-11 through 2014-15. (Copy furnished upon request)

The Consolidated Plan will be developed in consultation with the City of Garden Grove's Neighborhood Improvement Division staff, the Neighborhood Improvement and Conservation Commission (NICC), fellow City Departments, community service providers, consumers, residents, the private sectors, and other stakeholders. The Consolidated Plan will incorporate Priority Needs, Priority Objectives, Implementation Goals, and Proposed Activities for 3 HUD-funded programs for which the City of Garden Grove receives formula-based annual entitlement grants, namely:

- Community Development Block Grant (CDBG)
- HOME Investment Partnership (HOME)
- Emergency Solutions Grants (ESG)

SCOPE OF WORK

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). Guidance for preparing a Consolidated Plan submission can be found at:

<https://www.onecpd.info/consolidated-plan/econ-planning-suite/>

<https://www.onecpd.info/consolidated-plan/guides>

Specific tasks shall include, at minimum:

Organizational

- Prepare a timeline for project milestones including proposed community meetings, commission meeting(s), and City Council meeting(s). The deadline to submit the Consolidated Plan to HUD is no less than 45 days prior to start of City's Fiscal Year, July 1, 2015.
- Meet with City staff, in person, no less than three (3) times.
- At minimum, consultant will conduct presentations at one (1) commission (NICC) meeting and one (1) City Council meeting.

- Provide City staff assistance and/or training if needed on the new eCon Planning Suite in IDIS and the IDIS ConPlan template.

Needs Assessment

- Review current HUD Consolidated Plan regulations and guidance, particularly changes made since 2010.
- Conduct no less than two (2) community meetings with community stake holders, business community, housing agencies, social service agencies, CHDO representatives, City departments utilizing HUD funds for projects, and other organizations or individuals deemed appropriate.
- Develop and circulate one (1) community survey.
- Perform a community Needs Assessment as necessary to develop new five (5)-year strategies, goals, priorities, and programs incorporating factual data and public input collected to support those recommendations.
- Gather factual and broad community input through citizen participation and data collection to complete the required HUD tables and analysis of housing and non-housing needs.
- Perform relevant consultations with private agencies, public agencies, and community groups as required.
- Develop and incorporate a performance measurement component as required by HUD regulations.
- Develop maps of key data elements such as income, housing, and racial characteristics.
- Analyze the data tables provided by the IDIS ConPlan template, which has been pre-populated with default data from the US census, CHAS and American Community Survey, and provide additional data collection as necessary.
- Using data, reports, documents and information collected develop written Needs Assessment and Market Analysis in format required by HUD.
- Adjust Needs Assessment and Market Analysis from HUD eCon Planning Suite submission document to one suitable for public distribution and comment.
- Prepare an Executive Summary for the Consolidated Plan.
- Include any relevant components of the ConPlan under 24 CFR Part 91, not listed above.

- Complete other additional actions as required by HUD.

Preparation of 5-Year Consolidated Plan & Annual Action Plan

- Prepare the City of Garden Grove's draft and final 5-Year Consolidated Plan that includes 5-year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements in the eCon Planning Suite in IDIS using the IDIS ConPlan template.
- Prepare the City of Garden Grove's draft and final 2015-16 Annual Action Plan that includes proposed activities, proposed accomplishments and performance measurements in the eCon Planning Suite in IDIS using the IDIS ConPlan template.
- Prepare maps, tables, charts, illustrations, and photographs to include in the ConPlan.
- Provide internal copies of plan sections to Community Development staff for review and comment before public draft of plan is finalized.
- The draft ConPlan must be in a Word Document that is easily readable by the public. 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.
- Provide a resource binder to include, at minimum, a list of data sources, copy of data collected, consultations, records, and any other supporting documentation used to develop and 5-Year Consolidated Plan and Annual Action Plan.
- Assist staff in responding to HUD questions or issues throughout the HUD approval process.

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

Consultants may provide additions to the Scope in their response to this RFP; if they feel additional components are advisable.

Final Work Product

- The Consultant is responsible for submitting thirty (30) draft copies and fifteen (15) revised final copies, digital copies, and reproducible originals of the Consolidated Plan and Annual Action Plan.
- The Consultant is also responsible for submitting one (1) copy of the final Consolidated Plan and Annual Action Plan as a PDF and (1) copy as a Word document.
- The Consultant will submit a reproducible copy of all maps, graphics, slide presentations, surveys, and photographs to the City. Presentation materials, such as display boards, slides, videos, etc., shall be submitted to the City.
- All deliverables will become property of the City.

CITY RESPONSIBILITIES

The Consultant should prepare the RFP with the assumption that it will have primary responsibilities for activities stated in the Scope of Work. City staff will assist in identifying local resources (community stake-holders, business community, housing agencies, social service agencies, CHDO representatives, City departments, etc.), arranging meetings/community workshops, legal advertising of all meetings and other required postings, and in some of the data collection. City staff will also be available at all public meetings and presentations.

PROPOSAL CONTENT AND SUBMITTAL

- Submit a description of the proposed work plan with a timeline for each phase of the work plan. Include a description of the public participation and consultation component.
- Brief explanation of consultant's ability to adhere to a strict timeline, which may be required to meet HUD's submittal deadline.
- Identify members of the project team, including the key staff persons/consultants and sub-consultants who will be involved in all aspects of project and Plan Submission. Provide resumes, their qualifications, proposed role in the project, and whether any of them are Vietnamese and/or Spanish speaking. Include any experience drafting plans in IDIS.
- Description of your organizations knowledge and experience in preparing Consolidated Plans, Annual Action Plans, and/or other related planning and fair housing documents. Include knowledge and experience drafting plans in the eCon Planning Suite, including the IDIS ConPlan template and CPD Maps.

- Provide no less than three (3) recent, related references including scope and timeline of the project, the contact name, telephone number and address.

Letter of Submittal

- Identify the submitting organization;
- Identify the name, title, telephone, and email address of individual authorized to *negotiate* the contract on behalf of the organization;
- Identify the name, title, telephone, and email address of individual authorized to contractually *obligate* the organization;
- Identify the names, titles, telephone, and email addresses of persons to be contacted for clarification; and
- Small business, minority, women's, or disadvantaged business enterprises are encouraged to apply. Please indicate if your organization is one of these types of businesses.

PROJECT FEE/BID REQUIREMENTS

The Consultant's proposal must provide a maximum not-to-exceed fee, with specific line items called out that include all labor, supplies, travel and meeting costs.

Costs associated with the printing and publication of handouts for workshops shall be assumed by the City, provided the consultant(s) provide originals in adequate time for printing.

The City intends to withhold ten (10) percent of the agreed upon contract amount until the final approval of the Consolidated Plan Submission and related certification by HUD.

Qualified respondents should submit one (1) signed original, three (3) hard copies three (3) hard copies and one (1) electronic/digital copy of the proposal no later than:

5:00 p. m. on Thursday, July 18, 2014

Proposals received after the due date/time will not be considered.

Mailing address:

City of Garden Grove
Community Development Department
Neighborhood Improvement Division
11222 Acacia Parkway
Garden Grove, CA 92840

Attn: Monica Covarrubias, Sr. Program Specialist

INSURANCE REQUIREMENTS

Bids must include certification that Consultant can provide proof of the following insurance requirements:

1. COMMENCEMENT OF WORK. CONSULTANT shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
2. WORKERS COMPENSATION INSURANCE. For the duration of this Agreement, CONSULTANT and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable. CONSULTANT shall provide a waiver of subrogation and shall waive subrogation against the City of Garden Grove, its officers, officials, agents, employees, and volunteers.
3. INSURANCE AMOUNTS. CONSULTANT shall maintain the following insurance for the duration of this Agreement:
 - a. Commercial general liability in an amount not less than \$1,000,000 per occurrence; (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - b. Automobile liability in an amount not less than \$1,000,000 combined single limit; (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - c. Professional liability in an amount not less than \$1,000,000 per occurrence; Insurance companies must be acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced by either a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An Additional Insured Endorsement, **ongoing and completed operations**, for the policy under section 3.a. shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONSULTANT. CONSULTANT shall provide to CITY proof of insurance and endorsement forms that conform to city's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 3.b. shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles owned, leased, hired, or borrowed by the CONSULTANT. CONSULTANT shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONSULTANT's insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, or volunteers shall be in excess of the CONSULTANT's insurance and shall not contribute with it.

If CONSULTANT maintains higher insurance limits than the minimums shown above, CONSULTANT shall provide coverage for the higher insurance limits otherwise maintained by the CONSULTANT