



**City of Baldwin Park
Community Development Department
Housing Division**

Request for Proposals

**5-Year Consolidated Action Plan with
the 1st Year Action Plan
and
Analysis of Impediments to Fair Housing**

DUE April 25, 2019

**City of Baldwin Park
Request for Proposals**

Cover Sheet

**5-Year Consolidated Plan with the 1st Year Action Plan
and
Analysis of Impediments to Fair Housing**

Legal Name of Proposer _____

Address _____

City _____ Zip Code _____

President/
Chief Executive Officer _____

Office Phone No. _____ Cell Phone No. _____ Email Address _____

Project Contact Person _____

Office Phone No. _____ Cell Phone No. _____ Email Address _____

Proposer's Cost for Services \$ _____

Proposer's Certification

The above named proposer hereby submits a proposal for funding from the City of Baldwin Park pursuant to a Request for Proposal (RFP). The proposer warrants that all information in the proposal packet is true to the best of his/her knowledge and belief. The proposer further agrees to abide by all conditions and requirements of the RFP. The proposer also understands that this proposal is the proposer's entire proposal and cannot be amended after submission, except as provided for in the RFP.

Print Name of Authorized Signatory _____ Title _____

Signature _____ Date _____

Submit to:
Suzie Ruelas, Housing Manager
City of Baldwin Park
Community Development Department
Housing Division
14403 E. Pacific Avenue
Baldwin Park, CA 91706

For Office Use Only

Date Received: _____ By: _____

Request for Proposals
5-Year Consolidated Plan with 1st Year Action Plan Consulting Services
and Preparation of Analysis of Impediments to Fair Housing

I. Introduction

The City of Baldwin Park's Housing Division is seeking proposals from qualified private firms ("Contractor/Consultant") to provide a combination of administrative services and technical assistance and to develop the 5-year Consolidated Plan with the 1st Year Action Plan and, to produce the City Analysis of Impediment ("AI") to the Fair Housing in compliance with the U.S. Department of Housing and Urban Development ("HUD") REGULATIONS.

The City is required to develop these Plans as a grantee of the Community Development Block Grant and HOME Investment Partnerships Grants. The scope of work to be performed by the consultant for each plan is as follows:

II. Consolidated Plan and Action Plan

Scope of Services:

- A. Preparation of all reports as required by HUD including but not limited to the Five-year Consolidated Plan and the One-Year Action Plan
- B. Develop a 5-year plan for the program year beginning 2015-2020 and a one-year Action Plan for the 2015-16 program year
- C. Prepare a Consolidated Plan which addresses each required element pursuant to federal regulations
- D. Perform relevant consultations and data collection to complete the required HUD tables and the analysis of housing and non-housing needs
- E. Prepare an Executive Summary for the Consolidation Plan and Action Plan
- F. Assist City staff assess the existing Consolidated Plan strategies, goals, and priorities
- G. Assist City staff with developing new strategies, objectives, priorities, and programs for the Consolidation Plan and the Action Plan
- H. Develop and incorporate a performance measure component
- I. Conduct consultations with private agencies, public agencies and community groups

- J. Assist City staff with the citizen participation process
 - 1. Develop and coordinate a plan and method for obtaining citizen participation
 - 2. Conduct not less than 2 community meetings
 - 3. Make one presentation at a public hearing
 - 4. Develop and circulate a community survey
- K. Provide up to 7 sets of the draft copy, and 7 sets of the approved final plan. Provide approved Plan on a CD disk in electronic and Microsoft WORD format
- L. Provide a resource binder to include at a minimum a list of data sources, copy of data collected, consultations records, correspondence, and other supporting documentation used to develop the Plan

III. Analysis of Impediments to Fair Housing

Scope of Work

The AI shall be conducted in accordance with the necessary requirements and guidelines under Federal Regulations. The analysis will be used to evaluate, monitor, address, and resolve Fair Housing issues. The Consultant will develop the City's Analysis of Impediments according to CFR 570.904 and Certification to Affirmatively Further Fair Housing at Section 91.225, assuring participation by special interest groups (low-income persons, disabled, families with children, etc.)

In conjunction with and under the supervision of the Community Development Department, Housing Division, the Respondent will provide the following services:

- A. Demonstrate professional methods of research/data collection and formulation. This data will be relevant to housing issues in the City of Baldwin Park (i.e., demographics, household income, employment, housing profile, etc.);
- B. Develop a comprehensive Analysis and Impediments. This document must include: (a) a Fair Housing Plan, including goals and timetables, (b) identified actions to be taken, and (c) a records maintenance system reflecting the analysis and actions taken;
- C. Demonstrate excellent verbal and written communication skills;
- D. Have knowledge of and access to GIS software (or a comparable software) including the mapping component;
- E. Work with designated staff persons;

- F. The selected contractor must provide the following analysis and have the ability to develop/utilize a methodology in preparing the AI that will include a review of impediments to Fair Housing in the public and private sectors, including but not limited to:
1. A comprehensive review of the City codes, ordinances, administrative policies, practices and procedures;
 2. An assessment of how those laws, etc., affect the location, availability and accessibility to housing choice;
 3. An assessment of local residents and the real estate industry's awareness of fair housing issues;
 4. An assessment of current land use and group home practices;
 5. An analysis of differences in property tax rates, controlling for home value and year of purchase, for different racial groups within the City;
 6. An assessment of job opportunities in relationship to area or residential concentration of minorities and other classes of persons protected by the Fair Housing Act;
 7. Documentation of the nature and extent of fair housing complaints/lawsuits or other data that may evidence achievement of or lack of fair housing choices;
 8. Patterns of ownership versus rental, housing density, housing age and/or condition, overcrowding, income, family size, residency tenure, bank loans by type, etc.;
 9. Demographic overview of Baldwin Park, showing how the City compares to the county as a whole in racial composition, homeownership by race, affluence, and poverty by race and trends since 1990;
 10. Home Mortgage Disclosure Act (HMDA) data, including FHA/VA loans, conventional home loans, housing refinance loans and home improvement loans;
 11. Results of testing or case studies of incidents or problems of discrimination occurring within the City, including hate crimes, land use practices, occupancy standards, and advertising;
 12. Results of Fair Housing Initiative Program (FHIP) Grants (if applicable);
 13. Records showing geographic patterns of occupancy in Section 8; Public and Assisted Housing, and private rental housing;

14. An analysis of the “cost of unfair housing,” which causes certain specific social problems resulting from housing segregation and discrimination;
15. Complete an analysis of home sales trends, median and average sale prices by type, number of households and size, and banking and lending practices. Compile data indicating the frequency and amount of those financial institutions’ lending in our community over the past five-year period;
16. Compile a vacancy rate study for rental properties by type/number of bedrooms and rental rates over the past two-year period;
17. Provide a variety of maps including dot density, overlays, etc., depicting multiple characteristics and address specific maps in the AI;
18. Recommend changes in practices and policies;
19. Prepare a minimum of ten (10) bound copies and one loose copy (for duplication purposes) of the AI and the FHP, and
20. Submit the entire document on computer disks using a software program compatible with the City word processing system

G. The ability to meet established deadlines, and

H. The selected contractor must demonstrate personal/professional commitment and integrity.

Key Tasks:

Task 1 Data Collection and Review – This task will consist of the review of available background and resource materials. Available documents and resources will include: a) City of Baldwin Park 2015-2019 Consolidated Plan; b) City of Baldwin Park General Plan Housing Element; and c) City of Baldwin Park Zoning Ordinance and Amendments, Title 15 of the Baldwin Park Municipal Code, and 2015-2019 Analysis of Impediments to Fair Housing.

Task 3 Present the Draft AI to City Staff – Based on the review of resources, data gathering, analysis, and input from the community through workshops/focus groups, etc., the Draft AI will be prepared pursuant to the requirements of the City Fair Housing Plan Guide and all applicable HUD regulations.

Required Discretionary Reviews:

The approval process for the AI will require the following discretionary reviews and approvals:

Review by: Community Development Department
Planning Department
Housing Commission

Adoption by: Baldwin Park City Council

IV. FUNDING

The City intends to pay for consultant services through a mix of grant funds including but not limited to CDBG and HOME. The selected consultant shall abide by all Federal, State, County and Local government requirements. The City advises Proposers of the following:

- The City acceptance of any and all proposals does not constitute a contract and does not obligate the City to award a contract
- The City is not obligated to commit funds, if the proposals received are not judged to be feasible or responsive to the purposes and intent of this RFP

V. SUBMITTAL

One (1) original and three (3) copies of the proposal must be received by **Thursday, April 25, 2019 at 4:00 p.m.** All proposals must be typed. **Handwritten proposals will not be accepted.** Proposals that are incomplete, out of order, have inadequate number of copies or have other content errors or deficiencies will be rejected. Contextual changes and/or additions to the proposal after submission will not be accepted. **Postmarked, emailed or facsimile (FAX) transmission copies will not be accepted.**

Questions related to the submission of your proposal should be made in writing and directed to Suzie Ruelas, Housing Manager, by mail at 14403 E. Pacific Avenue, Baldwin Park, CA 91706 or by e-mail at sruelas@baldwinpark.com. Proposals must be clearly labeled "**5-Year Consolidated Action Plan with 1st Year Action Plan and Analysis of Impediments to Fair Housing Proposal**" and submitted to:

**Suzie Ruelas, Housing Manager
City of Baldwin Park
Community Development Department
Housing Division
14403 E. Pacific Avenue
Baldwin Park, CA 91706**

VI. CONTRACT TERMS AND REQUIREMENTS

A. Personal Services Contract

Upon the City selection of a Proposer, approximately thirty (30) days will be made available for negotiations and execution of a Professional Services Contract. Upon execution of the Contract, the successful Respondent will commence the provision of services for the preparation and submittal of the City 5-Year Consolidated Action Plan with 1st Year Action Plan and the AI. It is anticipated that the time of performance will be approximately 180 days to complete the Consolidated Action Plan with 1st Year Action Plan and approximately 120 days to complete update of the AI.

The contract will outline the terms and conditions of the award. The contract is a legally binding agreement and failure to adhere to its terms and conditions may result in termination of the contract and the required repayment of the funding award.

B. Required Documentation

The following documents will be required in order to execute the contract. The list of items will include and is not limited to the following:

1. Work Plan and Performance Schedule
2. Project Budget
3. General Insurance Requirements

VII. PROPOSAL CONTENTS (SUBMISSION REQUIREMENTS)

All proposals for this RFP must include at least the following documents to be considered complete and responsive:

Transmittal Letter

This letter should contain:

1. A brief summary of the proposed activity, including the overall approach for its implementation;
2. Brief highlights of the Respondent's qualifications;
3. The ability to complete the project/activity in a timely manner;
4. The development of team coordination methods;
5. Name(s), telephone, facsimile number(s) and e-mail address of contact person(s).

Cover Sheet

The authorized submission of your proposal. (Signature required)

Statement of Qualifications

Respondents are requested to submit information regarding their qualifications in two (2) categories:

1. Identification of Respondent:
 - a. Describe your firm, including your area of specialization, number of employees, prior experience performing similar services for other agencies and current workload.
 - b. Provide the names and resumes of key individuals who will be providing the actual services to the City including individuals from any sub-consultant who will be involved in the project. Include their prior experience performing the listed under Sections II and III and their prior experience in providing administrative and technical support to municipalities.
 - c. Provide a current reference list of a minimum of three public agency clients, which includes experience and administrative capacity regarding prior work related to federal community planning and development programs. Please include the names and telephone numbers of individuals who have a history of working with the Project Manager and lead individuals of any sub-consultant. Please identify the project for which the services were provided.
2. Consolidated Plan/Action Plan and Fair Housing Experience.
 - a. Description of the Proposer's abilities and experiences in the provision of administering CDBG and HOME grants. If a team approach will be used, identify each sub consultant's experiences, the dates when other such projects were completed, the names of the client contacts, and their telephone numbers.
 - b. Description of the Proposer's abilities and experiences in the provision of fair housing counseling/services, administering, monitoring fair housing programs, fair housing consultant services, etc. Provide evidence of previous experience including a "sample" document, which represents a completed and submitted federal Fair Housing Plan, including an AI.
 - c. Identification and resumes of project manager(s), consultant(s) or other staff that will be directly involved with the Consolidation Action Plan and the AI.

Work Plan and Performance Schedule

1. Detailed Work Plan
 - a. Performance Schedule includes specific activities.
 - b. Required scheduling, etc.
 - c. Measurable Benchmarks

Proposed Price

The proposer will state the proposed cost to the City for the performance of services as outlined in this RFP.

VIII. EVALUATION CRITERIA AND SELECTION PROCESS

Each proposal will be reviewed for content, responsiveness, conciseness, clarity, relevance and strict adherence to the instructions in this RFP. Incomplete application packages will not be considered.

A. Criteria

1. **Transmittal Letter**

This letter should be on your firm's letterhead and will include (among other items as listed in the RFP) a brief summary of your approach to implementing the performance of services under this RFP.
2. **Statement of Qualifications**

This criterion shall include the firm's experience and administrative capacity in relation to similar projects for administering CDBG and HOME grants and administrative capacity in relation to similar projects for community planning and development programs and specifically related to expertise in Fair Housing.
3. **Work Plan and Performance Schedule**

This criterion shall include the proposer's presentation of a detailed work plan, which will include the specific services to be performed under this RFP. This will also include a list of specific activities to be performed, measurable benchmarks, scheduling, timelines, etc.
4. **Proposed Price**

This criterion shall include the proposer's capability to utilize available funds and other resources in a cost effective manner. It will also examine the reasonableness of the proposed price for services.

B. Selection Process

The evaluation process will be based on the criteria listed above. All eligible proposals will be evaluated and placed in rank order based on points received. The evaluation process will include an extensive review of each proposal as well as all supplemental materials (i.e., sample documentation of completed work projects, resumes, etc.) as provided. **Ineligible proposals and incomplete proposals will not be considered.**

Upon completion of the evaluation process, the City will select the final contract award.

IX. GENERAL PROVISIONS AND CONDITIONS

A. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the Proposer in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to the City; (3) negotiating with the City any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, or a contract resulting from this RFP.

The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the Proposer(s), and Proposer(s) shall not include any such expenses as part of their proposals.

B. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, or to cancel all or part of this RFP.

C. Right to Negotiate

The City of Baldwin Park reserves the right to negotiate a service contract with two or more bidders to provide the services jointly for the contract.

The City may require the selected bidder(s) to participate in negotiations and to submit such price; technical or other revisions of their proposals as any result from the negotiations. Bidder(s) selected for interview may be asked to submit "best and final" cost proposals as a final step in the selection process.

D. Addendums

Any changes to the Request for Proposals requirements will be made by addendum. All addenda shall be signed by bidders and attached to the proposal. Failure to attach any

addenda may render the proposal non-responsive and cause it to be eliminated for consideration.

C. Affirmative Action and Equal Opportunity in Contracting Policy

The City of Baldwin Park is committed to a policy of Affirmative Action/Equal Opportunity Contracting Qualified firms including small business and businesses owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with all regulations regarding Affirmative Action and Equal Opportunity, as may be mandated by the regulations governing the source of the funds supporting this contract.

No discrimination shall be made in the employment of persons because of the race, color, religion, gender, or sexual orientation of such person and every person in violation of this section is subject to all penalties imposed for a violation of Chapter 1 of Part VII, Division 2 of the Labor Code, in accordance with the provisions of Section 1753 thereof.

D. Pre approval of sub-consultant(s)

The selected consultant shall not sublet any portion of the agreement with the City without prior written consent of the City.

E. Disposition of Request for Proposals

All responses to the Request for Proposals become the property of the City of Baldwin Park. At such time a final award is made, all proposals submitted in response to this Request for Proposal become a matter of public record, with the exception of those elements in each proposal which are defined by the bidder as business or trade secrets, and marked "Trade Secrets", "Confidential" or "Proprietary", or if disclosure is required under the Public Records Act.