

City of Cranston
Department of Community Development



Request for Proposals
(RFP)

For

2020-2025
Consolidated Plan
Consulting Services

Allan W. Fung
Mayor

Request for Proposals

The City of Cranston, Rhode Island, through its Department of Community Development, is seeking proposals from interested, qualified consulting firms to assist with the development of a 5-year housing and community development consolidated plan for the period of July 2020 – June 2025. A draft must be completed by April 10, 2020 for public review. The final plan must be received by HUD no later than May 15, 2020. The consultant must have experience and expertise in planning, community development and/or a related field, and the professional standards thereof, to undertake and to complete successfully the scope of services as outlined in this RFP.

This RFP is written with the expectation that the consultant will have the capacity to exercise independent judgment and will be able to perform those actions necessary to achieve the project's objectives. While the consultant will be working under the direction of the Department of Community Development staff, it should be understood that the consultant will be required to provide a needs assessment, housing market analysis, and strategic plan. The consultant should have knowledge and experience using HUD's eCon planning systems software and should be able to assist the Community Development staff with the input of data into that system.

I. Description of the Project:

The Department of Community Development is required to submit a 5-year Consolidated Community Development Plan to the Department of Housing and Urban Development according to federal regulations at 24 CFR 570.200 and 24 CFR Part 91. In addition to the requirement of a Consolidated Plan, an Annual Action Plan for the program year July 1, 2020-June 30, 2021, must be completed and submitted simultaneously. The City of Cranston desires to hire a qualified consultant to assist the preparation of the 5-year Consolidated Plan and the Annual Action Plan to meet all requirements of the federal regulations.

Please be advised that the update to the City's Analysis of Impediment to Fair Housing Choices is NOT included in this RFP. The City is participating in a Regional Analysis of Impediments sponsored by the State of Rhode Island's Office of Housing & Community Development.

A draft copy of the 5-year Consolidated Plan and the Annual Action Plan must be available for public comment no later than April 10, 2020. The final copy of the plan must be received by HUD no later than May 15, 2020.

II. Scope of Services:

The consultant will be responsible for the following:

Housing Market Analysis

- Socioeconomic Trends
- Housing Trends
- Supply
- Condition of Housing
- Cost of Housing
- Lead-Based Paint Needs
- Any other topic relevant to housing market analysis

Housing Needs Assessment and Strategic Plan

- Housing Needs

- Housing Strategic Plan to include: 5 year Summary, Affordable Housing, Non-Homeless Special needs Population
- Any other topic relevant to housing needs assessment and strategic plan

Community Development Needs Assessment & Strategic Plan

- Community Development Needs Assessment
- Neighborhood Revitalization
- Revitalization of Commercial and Industrial Areas
- Job Training and Creation
- Public Service, Health , youth needs, senior care, violence/crime prevention
- Affordable Child Care
- ADA Accessibility
- Outreach to Minorities
- Community Development Strategic Plan Summary
- Barriers to Affordable Housing
- Land Cost and the Lack of Affordable Housing
- Lead Based Paint Hazards
- Anti-Poverty Strategy
- Any other topic relevant to Community Development Needs Assessment and Strategic Plan

Homeless Needs, Priorities, and Strategies:

Information on the homeless needs, facilities, and services is available through the Cranston Department of Community Development. The consultant will be available to assist the Department to review this information and incorporate this information and the strategies into the Consolidated Plan as appropriate.

The selected consultant will lead the Consolidated Planning effort and have overall responsibility for the timely completion of the Plans. Accordingly, the consultant must possess strong working knowledge of the HUD's ConPlan requirements and HUD's eCon Planning Suite, and must have demonstrated capacity to perform the tasks necessary to complete the project. The consultant, with the Department of Community Development, will be responsible to assist with project management, preparation of the required documents, citizen participation, and drafting of both the ConPlan. and the Action Plan.

The consultant will be required to assist in the preparation of the required tables and assist the Community Development staff with the implementation of the plan into the eCon Planning Suite system.

The consultant will be available to assist the Cranston Department of Community Development in soliciting the required input from other public agencies and jurisdictions. The consultant will be required to obtain any additional data needed, and will be responsible for analyzing, summarizing , and incorporating the information obtained into the Consolidated Plan, as required by HUD regulations.

The consultant will also be available to assist the Department in making any revisions required by HUD after submission, and for all troubleshooting with HUD relative to using the IDIS/eCon Planning Suite software.

II. Plan Preparation:

The Plans must be prepared in accordance with HUD's eCon Planning Suite guidance and be prepared using the IDIS ConPlan and Annual Action Plan templates. The consultant must include all required tables and maps needed to comply with 24 CFR Part 91. The consultant is responsible for submitting draft sections of the documents to departmental staff for review as they are completed. The consultant must understand these plans are to be used as a guide for future CDBG funding for the City of Cranston and must be completed with the most accurate data available and reflect a clear and concise picture of the needs of Cranston.

III. Procedure for Consultant Selection:

In securing professional services, it is the primary goal of the Department of Community Development to hire a consultant on the basis of demonstrated competence and qualifications for the services described in this RFP at a fair and reasonable price. It should be noted that the amount of the fee alone will not be the only criteria for the selection of professional services, for knowledge of and experience with CDBG/HUD programs and the eCon Planning Suite is also a very important factor that will be evaluated as part of this RFP.

The contract will be awarded to the respondent who best satisfies the overall requirements of the RFP, but who not necessarily quotes the lowest rate. The contract proposals will be rated on an evaluation scale, with the highest rating being 150 points. The factors by which the proposals will be evaluated are as follows:

Factor for Award:

Technical Approach/Understanding of the Project	30 pts.
Work Management Plan	10 pts.
Corporate Experience	20 pts.
Experience of Proposed Personnel	30 pts.
Experience in Housing and Community Development Planning, especially experience with and knowledge of the E-Con Planning Suite	40 pts.
Cost	<u>20 pts.</u>
Total	150 pts.

The City of Cranston reserves the right to award the total proposal as submitted, to award or eliminate certain individual task(s) / item(s) in the proposal, and/or to reject any and all proposals for service.

IV. Consultant Qualifications and Requirements:

Copies of the Consultant's submitted proposal must include the following:

- 1) A transmittal letter, signed by a person authorized to commit the firm legally.

- 2) A summary of the scope of work with sufficient detail to demonstrate that the consultant possesses the experience, knowledge and skill to lead the Consolidated Plan & Annual Action Plan preparation process.
- 3) A work plan, including an itemized timeline projecting key project bench marks, individual responsibilities and work products.
- 4) A statement of the consultant's intended approach and methodology for the proposed scope of work, including a summary of the specific approach to the tasks undertaken.
- 5) A statement of the experience of the firm in the field of Housing and Community Development Planning, including a history and profile of the firm, and experience and knowledge of the eCon Planning Suite.
- 6) Samples of past work products and a list of references with names, addresses and telephone numbers.

Additional information may be submitted that further emphasizes the firm's ability to provide consulting services.

V. Submission Information:

All prospective bidders should submit three copies of their proposal to the Cranston Department of Community Development, 1090 Cranston Street, Cranston, RI 02920 by May 24, 2019.

Questions regarding this request may be directed to Stephanie M. Susi, Interim Director, Department of Community Development, 401-461-1000, ext. 6239.