



## REQUEST FOR QUALIFICATIONS

for

*Strategic HUD Planning & Consulting Services*

RFQ CmDv #2403

Proposals due by: October 4, 2024 at 9:00 am (CDT)

Community Development Department  
[cda@cityofalex.com](mailto:cda@cityofalex.com)

Published date: August 28, 2024

REQUEST FOR PROPOSALS (RFQ): CmDv #2403

Strategic HUD Planning & Consulting Services  
for the completion of

Development and Submittal of:  
Five-Year Consolidated Plan, Annual Action Plan,  
Housing Market Analysis, Housing and Homeless Needs Assessment,  
Citizen Participation Plan, Analysis of Impediments to Fair Housing Choice,  
CAPER and ongoing Technical Assistance

Section 1 - INTRODUCTION:

The City of Alexandria is soliciting proposals of qualifications from qualified, experienced Community Development / Planning / HUD professionals (Consultant) to assist the City with the preparation, execution and submittal HUD required Strategic Plans and exercises that will address the needs of the City for the next five (5) calendar years. Consultant shall also provide with technical assistance needs for Programs, Activities, IDIS, Reports and HEROS, as needed. The Strategic HUD Plans and Technical Assistance shall be in accordance with the U.S. Department of Housing and Urban Development (HUD) and other federal regulations governing the Community Development Block Grant (CDBG), HOME and HOME-ARP program funding opportunities, including any additional new HUD Grants that may be awarded to the City via Entitlement.

The term of the awarded contract shall be for two (2) years (2025 and 2026) with the option to renew each year for the following three (3) years (2027-2029) by mutual agreement.

The Strategic HUD Plans shall address specific needs identified by the City's Administration, input from community meetings and through data analysis, with specific goals, defined projects and program targets for each category designated for funding. These Plans may be used by organizations within the community as a guide for identifying activities by which they can assist the City of Alexandria in reaching their housing and community development goals. Each shall also serve as a baseline for measuring program effectiveness, as reported in the Consolidated Annual Performance and Evaluation Report (CAPER) required by HUD for each fiscal year's funding allocation.

Section 2 - BACKGROUND:

The population of Alexandria according to the 2020 American Community Survey (ACS) of the US Census Bureau is estimated to be 45,275. Demographic representations are 54% Black, 37% White, 2% Asian and 7% Other. Median Household Income is estimated at \$49,049 and the percentage of households of four (4) living below the poverty level is 16.4%.

The City of Alexandria is a "grandfathered" Entitlement jurisdiction and has had excellent annual audit results for the past several years. The City's fiscal year 2024 HUD Allocations for CDBG were \$494,573 and HOME \$269,116. The City's fiscal year starts on May 1<sup>st</sup> and ends on April 30<sup>th</sup>. The City's Community Development Department has a staff of six (6) with varying levels of experience specific to the Department: Administrator - nine (9) years; Grants Manager – three (3) years; Rehab Program Manager – three (3) months; Demolition Program Manager - one (1) year; Grants Financial Analyst – six (6) months; Permit Technician - three (3) years; and two (2) field Inspectors averaging 4 years of experience.

In December 2022, the City re-elected the Mayor from his prior twelve (12) year run. "Quality of Life" is the primary campaign for the Mayor and Administration. Projects of interest going forward are listed below:

- a. CDBG Demolition / Clearance (with no reuse)
- b. CDBG Blight Housing Code Enforcement
- b. CDBG Minor and HOME Major Housing Rehabilitation
- c. Acquisition of land and/or New Construction of HOME Affordable Housing (Rental or Owner Occupied)
  - i. CDBG and/or HOME Down Payment Assistance
  - ii. CDBG and/or HOME Closing Cost & Buy Down Assistance
  - iii. HOME Housing / Credit Counseling
  - iv. CHDO Engagement and Relationship

These projects, however, are not definitive. Final projects to be exercised by the Community Development Department in the next five (5) years will be based on public input, available funding sources, data study and other factors as defined by HUD regulations, through the development efforts of the Strategic Plans. The Community Development Department Administrator shall serve as the primary point of contact for the City.

Section 3 – DELIVERABLES / SCOPE OF WORK:

A Consultant will be selected to prepare and assist with technical assistance and the submittal of various plans in the format as required by HUD and/or the HUD New Orleans Field Office. One or more of the following Strategic HUD Plan documents are required in order to receive a direct allocation of CDBG, HOME, HOME-ARP, and/or CDBG-DR funds in the areas described below:

- a. 5 Year Consolidated Plan (FY2025-2030), abbreviated as 5YCP
- b. 1<sup>st</sup> and 2<sup>nd</sup> Year Annual Action Plan (FY2025-2026 and FY2026-2027), abbreviated as AAP
- c. CAPER (FY2024-2025 and FY2025-2026)
- d. Housing Market Analysis
- e. Housing and Homeless Needs Assessment
- f. Update of the Citizen Participation Plan (FY2025-2030), abbreviated as CPP
- g. Update of the Analysis of Impediments to Fair Housing Choices (FY2025-2030), abbreviated as AI
- h. Ongoing technical assistance with CDBG, HOME and HOME-ARP programs and activities
- i. Ongoing technical assistance with IDIS, Reports and HEROS
- j. Staff training, as needed

The scope of work to be performed by the Consultant for each plan is as follows but not limited to:

Section 3.1 – Five Year Consolidated Plan (5YCP) and Action Plan (AAP):

- a. Develop the required 5YCP for the FY2025-2030 in accordance with HUD requirements in 24 CFR Part 91 and 24 CFR Part 570 and other applicable federal regulations;
- b. Develop the required AAP for FY2025-2026 and FY2026-2027 program years in accordance with HUD requirements;
- c. Set-up, write, complete and submit the 5YCP and AAP to HUD via the eCon Planning Suite IDIS templates as required for review and approval by HUD;
- d. Perform relevant consultations with private agencies, non-profits, public agencies and community groups as required by the 5YCP and AAP to collect input;
- e. Compile data collected to complete the required HUD tables and the analysis of housing, non-housing and homelessness needs;
- f. Review any remaining budgets in Activities in IDIS to prepare budgets for the upcoming year(s) for both the 5YCP and AAP;
- g. Prepare an Executive Summary for the 5YCP and AAP;
- h. Develop and incorporate the performance measure components as required by HUD regulations for the 5YCP and AAP;

- i. Prepare draft public hearing notices for newspaper advertisements and flyers, along with other public notices as applicable;
- j. Instruct City staff on the preparation of public hearing notices and other public notices as may be applicable;
- k. Prepare staff to conduct at least two (2) public hearings, with additional public hearings and study sessions, as needed;
- l. Provide one (1) electronic editable version on thumb drive to include, at a minimum: a list of data sources, copy of data collected, consultations, records, correspondence and other supporting documentations used, and the final versions of the 5YCP and AAP; plan divider pages shall be inserted and identified accordingly.

#### Section 3.2 – Citizen Participation Plan (CPP) update:

- a. Update the current Citizen Participation Plan that was last updated in 2020;
- b. Prepare draft public hearing notices for newspaper advertisements and flyers, along with other public notices as applicable;
- c. Provide one (1) electronic editable version on thumb drive of the approved final documents, including at a minimum: a list of data sources, copy of data collected, consultation records, correspondence, and other supporting documentation used, and the final version of the CPP.

#### Section 3.3 - Analysis of Impediments (AI) (update):

- a. Update the current Analysis of Impediments that was last updated in 2020;
- b. AI to focus on fair housing and not to confuse the issue of fair housing with the issue of affordability;
- c. Identify impediments and recommend remedies to overcome impediments to fair housing choices;
- d. Prepare draft public hearing notices for newspaper advertisements and flyers, along with other public notices as applicable;
- e. Provide one (1) electronic editable version on thumb drive of the approved final documents, including at a minimum: a list of data sources, copy of data collected, consultation records, correspondence, and other supporting documentation used, and the final version of the AI.

#### Section 3.4 – Consolidated Annual Performance & Evaluation Report (CAPER):

- a. Develop the required CAPER for the FY2024 and FY2025 in accordance with HUD requirements;
- b. Compile information from private agencies, non-profits, public agencies and community groups to explain how they are assisting the City to address housing and homelessness;
- c. Run and correct HUD's IDIS statistical reports for accomplishments and finances for activity implemented in the previous year;
- d. Review any remaining budgets in Activities in IDIS to prepare budgets to roll forward into upcoming year(s) for both the 5YCP and AAP;
- e. Prepare draft public hearing notices for newspaper advertisements and flyers, along with other public notices as applicable;
- f. Provide one (1) electronic editable version on thumb drive of the approved final documents, including at a minimum: a list of data sources, copy of data collected, consultation records, correspondence, and other supporting documentation used, and the final version of the CAPER.

#### Section 3.5 – Staff training and technical assistance (TA):

- a. Provide onsite, in-person training with Community Development staff to provide a broad overview and understanding of the regulations CDBG, HOME, HOME-APR, IDIS and HEROS, and any other HUD Entitlement grant that may be awarded to the City. The intent is to deliver adequate training with a deeper understanding of the regulations so that the responsible staff members can effectively perform their required duties with minimal assistance. This training will preferably be scheduled between January through April 2025. Each subject matter shall occur on a minimum of one (1) day for a minimum of six (6)

hours per subject. This training can be delivered by up to three (3) different Consultant contacts, within three (3) concurrent months. Schedule shall be established as soon as contract is executed. For example:

- i. Consultant A contact is onsite to train on CDBG for three (3) eight (8) hour days on January 14<sup>th</sup> and 16<sup>th</sup>.
  - ii. Consultant B is onsite to train on HOME and HOME-ARP for four (4) six (6) hour days on February 4<sup>th</sup> through 7<sup>th</sup>.
  - iii. Consultant C is onsite to train on IDIS and HEROS for two (2) six (6) hour days on March 12<sup>th</sup> and 13<sup>th</sup>.
- b. Ongoing technical assistance for Community Development staff to (and not limited to):
- i. understand regulations, funding sources, projects and activities for the Programs they will manage. Communication can be via calls, email and/or virtual meetings for this and the remaining TA line items;
  - ii. establishing new Projects and Activities as needed, including their program guidelines, contracts, applications, procurement, RFP's for solicitation, market analysis, record keeping, etc;
  - iii. interpret IDIS reports, make drawdowns, enter accomplishments, set-up projects and activities, review sources and uses documentation for projects, subsidy layering and tax credits, etc;
  - iv. manage the CDBG 70/30 ratio for expenditures of demolition with no reuse, prepare for CDBG Timeliness Test, track HOME Match requirements and log, and collect and spend Program Income;
  - v. manage labor compliance relating to Davis-Bacon, submission of Section 3 and Subcontractor Activity;
  - vi. enter required Environmental Review data in HEROS, prepare levels of review based on Project and Activity, and draft letters to various impacted agencies for review;
  - vii. prepare required Environmental Review documents such as NOI's, RROF's, FONSI and AUGF, each year based on Activities managed;
  - viii. establishing and working with new CHDO certification, developer capacity, including solicitation / application of as well as reviewing projects that they may bring to the City;
  - ix. prepare for annual audits by HUD staff and (hopefully not) AIG Office;
  - x. assist in understanding and performing Monitoring duties for HOME funded affordable projects;
  - xi. provide in-depth training on a specific subject matter and/or Activity based issue. For example: The City is currently dealing with a HOME funded affordable housing rental project from 2010 that is in jeopardy of default to the City, Wells Fargo and HUD, along with losing it's HAP contract with HUD.

The City's staff will play a significant role in the development of the Strategic HUD Plans listed above, including assistance with public participation, consultations, and development of priorities and strategies. The City will be responsible for publication of all required public notices and it will accept the latest data available from HUD and the US Census.

#### Section 4 - PROPOSAL CONTENT:

The following information shall be provided in the Proposal:

- a. A summary of the approach that will be used to perform the scope of work outlined above. Include a description of the:
  - i. proposed work plan with a timeline for each written plan and work phase. The schedule should include the timeline to achieve the various anticipated development milestones, such as public hearings, community meetings, and noticing/publishing dates.
  - ii. final product that will be delivered;
- b. Prepare a description of the public participation and public consultation meetings;
- c. Brief explanation on the Consultants ability to adhere to a strict timeline, which shall be include document review, completion and submittal to HUD at least two weeks prior to HUD's submittal deadline date;

- d. A general description of your firm's knowledge and experience specifically for the following: 5YCP, AAP, CPP, AI, CAPER, IDIS and HEROS or other HUD related planning documents;
- e. Identify all personnel that will be assigned to work on the project. Provide their qualifications, relevant experience, time and hourly rate they will be assigned to specific project tasks and the project overall.
  - i. Provide language to allow replacement of a specific Consultant contact person with equal experience for the same specific rate without amending the contract. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFQ and any ensuing contract must be requested in writing and approved.;
- f. Specify a minimum of two (2) Consultant points of contact for the City and identify which will serve as the primary contact. It shall also be acceptable to have one (1) Consultant contact designated for each of the five (5) subject matters of CDBG, HOME, HOME-ARP, IDIS and HEROS, however, the Consultant's primary contact will be responsible for the performance of all subordinates;
- g. Provide a list of at least five (5) government municipalities or consortiums, including the contact person's name and a phone number, for which similar or relevant work has been successfully completed and ultimately approved by HUD within the last five (5) years. Each will be contacted to complete Reference Surveys that will be used in the evaluation for award of this RFQ;
- h. State whether the responder has been involved in litigation within the last five years or if there is any pending litigation in any way arising out of the performance or delivery of services similar to those described herein. If so, provide a brief explanation of the issues involved and the outcome, if resolved.
- i. The cost and fee structure for each proposed deliverables identified in Section 3, and shall include a Total Lump Sum Cost and a "not to exceed pricing cap". All information pertaining to how appropriate payment is anticipated to be determined, including schedule of fees, travel costs, charges, unit price, hourly rates, description of payment anticipated must be identified by a divider page / section clearly marked Cost Proposal of all services.
  - i. A hypothetical estimate of work hours and job classifications has been developed and is shown on Exhibit B – Price Proposal. Each responder shall complete the Exhibit by inserting hourly billing rates and associated costs and include the completed form with their Proposal. The responder's rates, may be negotiated, and final rates shall be the contractual rate if award is granted.
  - ii. We expect that our Community Development Department staff, with the proper guidance and direction, could contribute to help keep costs down, especially in terms with any of the local activities and meetings. Proposals are requested to be itemized cost breakdowns so that we might be able to select and negotiate a combination of the highest level of service needed at the lowest price.

Section 4.1 – Timeliness of Final 5YCP and first AAP Submittal to City and in IDIS:

Time is of the essence and the Consultant must be able to adhere to an aggressive timeline to meet the City's deadline to submit the required HUD 5YCP and first AAP in March 2025, but no less than 45 days prior to start of City's Fiscal Year, May 1, 2025 or within the timeframe allowed by HUD after allocations are announced. The Consultant will be required to identify the exact submittal date, submit a progress/milestone deadlines, per the Project's Scope of Work and coordinate with City Staff its submittal to HUD. The Consultant shall work to ensure that the City shall expect that plan submittal to HUD shall be at least two weeks prior to HUD's submittal deadline date.

*Note: Regular Meetings of the City Council are held the first and third Tuesday of each month. The Consultant should be prepared to adhere to this schedule, while meeting HUD's public review/comment period of the draft Consolidated Plan/Annual Action Plan and public hearing requirements.*

Section 5 – RFQ TENTATIVE SCHEDULE:

- RFQ Issued and Advertised: August 28, 2024
- RFQ Questions Submittal: September 13, 2024 at 4:00 PM
- RFQ 2<sup>nd</sup> Advertisement: September 15, 2024
- RFQ Responses Provided: September 18, 2024 at 4:00 PM
- RFQ Bid Submittal Deadline: October 4, 2024, at 9:00 AM (CDT) (no public bid opening)
- Proposal Staff Review: October 7-10, 2024
- Bid Tab Award Notice: October 11, 2024
- City Council Ordinance: Introduce October 29, 2024 & Adopt November 12, 2024
- Contract Execution: before December 4, 2024
- Project Start Date: As soon as possible, after Contract execution
- 5YCP & AAP Submittal to HUD: no later than March 1, 2024 (mandatory), or HUD CPD Notice exception as stated in Section 4.1.
- Contract Term: two (2) years (2025 and 2026) with the option to renew each year for the following three (3) years (2027-2029) by mutual agreement

Section 6 - DOCUMENT SUBMITTALS:

1. The submittal must not exceed 30 one-sided pages or 15 double-sided pages, including resumes, charts, and figures. Font must not be less than single-spaced 12 point. The submittal should address the evaluation criteria listed above in the order provided. A cover letter should be attached that presents your company name, address, contact person, title, telephone number, fax number, and email address. The cover page must also note addendums, if any, by acknowledging the Addendum number and date of publication.
2. The proposal shall be submitted as one (1) electronic/digital copy, emailed or on a thumb drive, of the proposal in Microsoft Office Word, version 2010 or later. The email or envelope and cover page of the proposal must be plainly marked on the outside as "Strategic HUD Planning Consulting Services".
3. Each proposal shall provide a straightforward, concise description of the responder's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content. If a responder so wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the Consultant and RFQ number.
4. A materially incomplete or non-responsive proposal will be rejected.
5. Out of state corporations and/or limited liability companies shall furnish a certificate of registration to transact business in the State of Louisiana prior to signing of a contract with the City of Alexandria.
6. Complete bid packet / bid specifications may be obtained at the City of Alexandria's website, [www.cityofalexandria.com](http://www.cityofalexandria.com), under the heading "Business", and drop down to "RFQ/RFQ/Bids". There is no charge to download bid documents from the City's website.
  - i. Any issued addendums / clarifications as of September 18<sup>th</sup> will be posted at this same link. Interested bidders are responsible to visit the site for updates. Addendums number(s) will need to be identified on the submitted proposal.
7. Postal mail, personal delivery, electronically and/or e-mailed proposals will be accepted. The staff will use the utmost discretion in handing proposals to keep them confidential until the actual bid opening. Hand carried proposals will be accepted before the response due date/time at the addresses below during

normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. It is recommended that all proposals be submitted via certified mail or other commercial courier services in order that the applicant will have a written record of the delivery.

- i. Pursuant to Louisiana R.S. 38:2212 B.(6)(a) through E. (1-7) and R.S. 38:2212.1 B.(4)(a), vendors / contractors / consultants have the option to submit their bids and bid bonds electronically. Bids and bonds to be filed electronically shall be posted with Central Bidding at [www.centrauctionhouse.com](http://www.centrauctionhouse.com) (phone: 1-225-810-4814). Registration will need to be completed prior to posting of bid.
  - ii. Proposer is solely responsible for the timely submission of its proposal. Late proposals will not be accepted.
8. All proposals must be received at the address below, no later than October 4, 2024, no later than 9:00 AM (CDT). All copies received by that date/time will be date and time stamped. Proposals received after the due date/time will not be considered. Proposals must be addressed to:

Postal mail submittals shall be addressed to:	Physical delivery submittals shall be addressed to:	Electronic Proposal submittals shall be addressed to:
City of Alexandria	City of Alexandria	<a href="http://www.centrauctionhouse.com">www.centrauctionhouse.com</a>
Community Development Department	Community Development Department	<a href="mailto:cda@cityofalex.com">cda@cityofalex.com</a>
Attn: Administrator	Attn: Administrator	
625 Murray Street, Suite 7	625 Murray Street, Third Floor	
Alexandria, LA 71301	Alexandria, LA 71301	

9. The City reserves the right to reject any and all bids or parts of bids, or accept bids most beneficial to the City. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.

**Section 6.1 - QUESTIONS / CLARIFICATIONS:**

- 1. Any questions or comments concerning the RFQ must be submitted in writing to CmDv Administrator, via email at [cda@cityofalex.com](mailto:cda@cityofalex.com), no later than Friday, September 13, 2024 at 4:00 pm noon (CDT). No questions, comments or instructions will be taken or given via telephone.
- 2. Clarifications and/or addendum responses will be posted by Wednesday, September 18, 2024 at 4:00 pm (CDT). These clarifications, if any, shall be incorporated into any bid proposals submitted by acknowledging the Addendum number and date of publication on the cover page of the proposal. The clarifications / addendums shall be found at the City of Alexandria's website, [www.cityofalexandriala.com](http://www.cityofalexandriala.com), under the heading "Business", and drop down to "RFQ/RFQ/Bids" and at the Central Bidding site.

**Section 7 – MINIMUM QUALIFICATIONS:**

To be considered for award of this contract the Consultant must have the following minimum qualifications:

- a. At least five (5) years of successful experience with fully preparing and submitting successful 5YCP, AAP, CAPER and other required plans;
- b. Each personnel acting as a Consultant shall have at least three (3) years of successful experience working with local governments, of a minimum of similar size to the City of Alexandria, Louisiana, addressing HUD required plans and assistance with regulations.
- c. Each personnel acting as a Consultant shall have at least three (3) years of successful experience working to refine effective public outreach methods;



- d. Capacity to train City staff and timely manage HUD’s required plans and technical assistance needs in an organized, patient, clear and structured manner;
- e. Adequate staff personnel and expertise to reassure the City of the Consultants ability to meet City and HUD deadlines (priority). Personnel with a minimum of ten (10) years of experience will be considered Senior Consultants. Personnel with a minimum of three (3) to nine (9) years of experience will be considered Associate Consultants;
- f. Adequate staff personnel and expertise to reasonably (within one (1) week), respond to technical assistance questions that may randomly arise;
- g. Excellent reviews from current and/or past municipal clients.

Note: Consultants ability to satisfactorily complete the deliverables in Section 3 within the timeline defined in Section 4.1 will be highly considered in the selection process. Cost, while not determinative, will also be considered in the selection process.

**Section 8 – EVALUATION CRITERIA:**

An RFQ evaluation committee, comprised of City staff, will evaluate and rank all proposals submitted. Consultant shall be evaluated and points assigned based on the following criteria:

Evaluation Score Methodology	Max Points
Company background and general statement of HUD related work performed for municipalities, including directly for the HUD federal entity. Include legal name, years in business, number of offices and employees, and general information on services offered. Firms qualifying as MBE/WBE and/or Section 3 shall be identified.	10 points max
Consultant serves as a subject matter expert / trainer for HUD sponsored workshops and training events for more than 3 years.	5 points max
Qualifications of staff and key personnel who will be performing the deliverables noted in Section 3 related to: CDBG, HOME, HOME-ARP, IDIS and HEROS. Include project organization chart and resumes of all. Identify any sub-consultants or subcontractors anticipated to be utilized to complete the requested scope of work. Identify at least two (2) of your key personnel as contacts for the City, and identify the primary contact responsible for all engagement.	25 points max
Examples of municipalities, no smaller than Alexandria, where the Consultant has delivered a successful 5YCP and/or AAP in the last five (5) years. Include names and contact information for five or more different municipalities that will be contacted for references and recommendation for re-hire.	10 points max
Capacity to execute deliverables, defined in Section 3, within the timeframe defined in Section 4.1, based on a proposed schedule, including milestones.	15 points max
Availability of staff to timely perform and respond to services described within this RFQ.	25 points max
Cost Competitiveness: A hypothetical estimate of work hours and job classifications has been developed and is shown on Exhibit A – Price Proposal. Each responder shall complete the Exhibit by inserting hourly billing rates and associated costs and include the completed form with their Proposal. The responder’s rates, may be negotiated, and final rates shall be the contractual rate if award is granted.	10 points
Total Maximum Possible Score:	100 points

Oral presentations to the City may be requested, however, shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFQ response without oral presentations. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating, if performed. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked applicant(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

The highest-ranked applicant may be invited to enter into contract negotiations with the City. If an agreement cannot be reached with the highest-ranked applicant, the City will notify the applicant and terminate negotiations. The second highest applicant may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any applicant should it be in its best interest. The City reserves the right to reject any and all qualifications.

The City of Alexandria does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex (including gender identify and sexual orientation), or any other characteristic protected under applicable federal or state law and is an equal opportunity employer.

### Section 9 - TYPE OF CONTRACT

1. It is anticipated that a Professional Service Agreement (PSA) will define the terms and conditions agreed upon by the City and the Consultant and outline all deliverables as defined in Section 3. No work should begin until after a PSA has been executed between the City and the Consultant. If the Consultant elects to proceed prior to a fully executed PSA, the City will not be required or authorized to pay any compensation for work performed.
2. The method of payment may be any agreed upon combination of fee schedule, fixed price and/or cost-plus-fixed-fee as specified in negotiations. However, the City reserves the right to award the bid to the most advantageous proposal to the City, with submittal deadline, price and other factors considered. The selected Consultant is not authorized to perform any services, which exceed the authorized funding amount specified in the "not to exceed cap" without prior written approval.
3. A copy of the proposed PSA containing requirements, terms and conditions will be provided to the Consultant at the time of contract negotiation. The City also reserves the right to revise any proposed contract in connection with negotiations with specific Consultants and to revise any executed contract (as allowed by the contract terms & conditions) with any Consultant at any time to include additional terms and conditions as may be required by HUD regulations. Standard disclosures shall apply to this RFQ and shall be added to awarded contracts.
4. The City expects to execute the PSA as soon as possible after the City Council passes the Ordinance authorizing the contract. The City reserves the right, at its sole discretion, to completely terminate all negotiations in regard to this RFQ (prior to contract execution) and request new submittals of proposals if satisfactory contract negotiations are not reached within three (3) weeks after the deadline date for submittal of proposals set forth below.
5. During the term of this contract, the consultant will carry professional liability insurance in the minimum amount of \$1,000,000.00. The Prime consultant may require any Sub-consultant(s) to carry professional liability insurance. This insurance will be written on a "claims made" basis. Prior to executing the contract, the consultant will provide a Certificate of Insurance to the City showing evidence of such professional liability insurance.
6. The successful responder will be required to indemnify, defend and hold the City, its officers and employees harmless from and against all losses, claims, suits, or judgments, including payment of attorneys' fees and costs, incurred or asserted against the City as a result of or arising from the firm's negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.
7. Agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged

business enterprise firms is encouraged. For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org). The AFEAT Program should be inquired about through the City's Legal Division (318-449-5015).

8. Agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. The Non-Discrimination Program should be inquired about through the City's Legal Division (318-449-5015). Furthermore, Contractor shall acknowledge that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
9. Confirm by written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam). Any bidder that is found listed on SAM's in violation shall automatically be rejected from bidding privileges, CmDv Qualified Contractor Registration and/or bid award, by Category and/or in its entirety.

#### Section 10 – RULES GOVERNING COMPETITION:

1. The City reserves the right to reject any and all responses. Consultants not selected will be notified in writing by the City. The City reserves the right to revise any part of the RFQ by issuing an addendum at any time prior to the submission deadline. Issuance of this RFQ in no way constitutes a commitment by the City to award a contract. The City reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in the City's best interest. All materials submitted in this response become the property of the City and selection or rejection of a submittal does not affect this right. The City also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.
2. The City will not be responsible for costs associated with preparing the RFQ, or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Applicant and/or awarded contract and/or rejection of qualification. By submitting a RFQ, each consultant agrees to be bound in this respect and waives all claims to such costs and fees.
3. Consultants should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Applicants should become fully aware of the HUD imposed deadlines, nature of the work and the conditions likely to be encountered in performing the work.
4. Consultant selection is anticipated to be announced within fifteen (15) business days of the submittal deadline. All offers must be complete and irrevocable for sixty (60) business days following the submission date.
5. The content of all qualifications will be kept confidential until the selection of the Consultant is publicly announced. At the time of contract award, all qualifications will become public information.
6. Qualifications are to be prepared in such a way as to provide a straightforward, concise delineation of the Applicant's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on:
  - i. Ability to execute all deliverables as defined in Section 3, within the timeframe defined in Section 4.1;
  - ii. Conformance to the RFQ instructions;
  - iii. Overall completeness and clarity of content.
7. All RFQ proposals must be signed. An officer or other agent of a corporate firm, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned firm; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a qualification. The name and title of the individual(s) signing the qualification must be clearly shown immediately below the signature.
8. News releases pertaining to the award resulting from RFQ shall not be made without prior written approval of the City.

9. All materials submitted in response to this RFQ shall become the property of the City. One copy shall be retained for the official files of the City and will become public record after award of the contract.
10. A respondent may withdraw a qualification at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified qualification prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.
11. No oral change or interpretation of any qualification contained in this RFQ is valid whether issued at a pre-qualification conference or otherwise. Written addenda will be issued when changes, clarification, or amendments to qualification documents are deemed necessary by the City.
12. This request for Proposal is to obtain competitive proposals as allowed by City of Alexandria Code of Ordinances from bona fide, qualified Proposers to provide technical assistance and related grant management services in the City of Alexandria. By submitting a proposal, proposer agrees to comply with all provisions of HUD regulations and guidelines and with Louisiana law including the City of Alexandria Code of Ordinances, Louisiana Code of Ethics, and applicable City of Alexandria ethical standards. City of Alexandria adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et. Seq. Proposer by this submission, warrants that there are no "Conflicts of interest" related to this procurement that would violate applicable Louisiana Law.

Section 11 – Proposal Checklist:

The following checklist is provided as assistance to the development and organization of the RFQ response. It in no way supersedes or replaces the requirements of the RFQ. Please initial the lines below for each document / section attesting to the fact that you have read and/or included the documents in your RFQ response.

- |  |       |
|--|-------|
| Title Page with Company Profile                        | _____ |
| Confirmation of MBE/WBE and/or Section 3 Qualification | _____ |
| Primary and Secondary Contacts Information             | _____ |
| Signed Proposal binding to Scope of Work               | _____ |
| Itemized Fee Schedule                                  | _____ |
| Summary of Qualifications of Staff & Experience        | _____ |
| Summary of Litigation                                  | _____ |
| Summary of approach for Scope of Work & Outreach       | _____ |
| Availability to Perform Services with Timeline         | _____ |
| Acknowledgement of Evaluation Score Methodology        | _____ |
| Acknowledgement of Addendum, if applicable             | _____ |
| Cost Itemization for services scenario, Exhibit A      | _____ |

# Request for Proposal – RFP #2403

## Strategic HUD Planning & Consulting Services for CDBG, HOME, HOME-ARP, IDIS and HEROS HUD Programs

Exhibit A - Price Proposal Scenario:

Name of Firm: \_\_\_\_\_

CmDv has developed the following estimate of hours by classification on an annual basis for use in comparing the price component of each respondent’s proposal. These estimates in no way bind the City or CmDv as a commitment of hours or expenses to be expected. It is for comparative price review only.

Please complete the worksheet by entering responder’s contractual hourly billing rate for each job classification and contractual reimbursable expense rate and attach to your proposal package. The responder’s rates provided may be negotiated for their final contractual rate for services award contracts.

Job Classification	Estimated # of Hours Required	Hourly Billing Rate*	Estimated Expense
Executive Owner / Principal Consultant	35		
Senior CDBG / HOME Consultant	175		
Associate CDBG / HOME Consultant	90		
Certified IDIS Specialist / Senior IDIS Consultant	120		
Associate IDIS Associate Consultant	40		
Airfare for on-site training	1 Round Trip		
Car Rental for on-site training	5 days		
Hotel for on-site training	5 nights		
Meal Per Diems for 3 meals daily x # of days	5 days		
General & Administrative (G&A) Rate	%		
Profit Margin Percentage	%		
<b>TOTAL COST TO CmDv</b>			

\* Hourly billing rates and reimbursable expenses are inclusive of all expenses and overtime charges.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

-End.