

# **Request for Proposals (RFP) for Technical Assistance**

## **U.S. Department of Housing and Urban Development Programs**

### **Section 1 – Introduction and Project Overview**

The City of Birmingham, Alabama's Community Development Department (CDD) is seeking professional consulting services consisting of technical assistance primarily in the areas of monitoring and compliance. The CDD administers federal funds that the City receives from the U.S. Department of Housing and Urban Development (HUD) for the following four programs: (1) Community Development Block Grant (CDBG), (2) HOME Investment Partnerships Program (HOME), (3) Emergency Solutions Grant (ESG) and (4) Housing Opportunities for People With AIDS (HOPWA).

The primary purpose of the services solicited in this RFP is to assist the CDD staff in creating efficient systems for long and short term compliance and monitoring of funded or contemplated projects. It is expected that any respondent to this RFP will have extensive programmatic experience with HUD programs.

Nothing in this RFP shall be construed to create any legal obligation on the part of CDD or any respondents. CDD reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall CDD be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from CDD for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the sole property of CDD. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

This RFP is being emailed to prospective respondents and will be posted on the City of Birmingham website [www.Birminghamal.gov](http://www.Birminghamal.gov). CDD encourages qualified individuals and firms to apply.

## **Section 2 – Submission Information**

All proposals must be received by 4:00 pm on April 21, 2017 at the following address:

P. Nigel Roberts, Deputy Director  
City Hall, Room 1000  
710 North 20<sup>th</sup> Street  
Birmingham, AL 35203

**Proposals must be submitted in a sealed envelope and shall be labeled “Proposal for Technical Assistance for HUD Programs.” Please submit 3 copies of your proposal with any attachments.**

Costs for this project will be paid for with federal dollars that the City of Birmingham receives from HUD. Selected consultant will be required to comply with all applicable federal and state equal opportunity, affirmative action and Section 3 requirements as well as all federal requirements associated with CDBG and HOME funds.

All respondents will be required to certify that they are not on HUD’s list of debarred contractors and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected consultant will also have to provide evidence of required insurance, a City of Birmingham business license, and enrollment in the E-Verify program.

### **Section 3 – Scope of Work and Deliverables**

The CDD is seeking a consultant to provide grants compliance and management assistance to support the department's compliance with federal grant program regulations and guidelines for the following four programs: (1) Community Development Block Grant (CDBG), (2) HOME Investment Partnerships Program (HOME), (3) Emergency Solutions Grant (ESG) and (4) Housing Opportunities for People With AIDS (HOPWA). Assistance will include:

1. Meeting with departmental staff to assess concerns and confirm methods for selecting files and conducting file audits.
2. Reviewing HUD-related program guidelines and regulations.
3. Reviewing program/project files connected with HUD-funded projects.
4. Comparing content of departmental files with designated program checklists and other applicable federal regulations to determine completeness and compliance with federal requirements.
5. Preparing a final summary report of findings including recommendations to improve file completeness and enhance overall programmatic compliance.
6. Review and revise CDBG, ESG and HOME policies and procedures.

## **Section 4 – Proposal Requirements**

All proposals should be organized in the following manner:

**A. Contact Information**

Name, address, phone number, and email of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments should be included and identified. If proposers bid as a team, bidder must identify team members as well as the key point of contact for CDD staff.

**B. Experience**

Describe the responder's experience in the provision of services described herein and the number of years engaged in this type of work. Provide a representative list of current and prior clients with associated dates when services were provided.

Identify the person or people who will be assigned to work with CDD to provide the requested technical assistance. Describe each person's qualifications, including education and relevant experience. Also describe experience in CDBG, ESG, HOME, and HOPWA program compliance and management for participating jurisdictions.

**C. Budget**

Provide a flat rate fee for the proposed service. Consultant will be responsible for all expenses incurred during the training. (Example: travel, lodging, and logistics costs etc.)

Also provide an hourly rate for ongoing as needed technical assistance via phone or email for a period of six (6) months after the completion of the local training session.

**D. Project Timeline**

Provide potential dates for the services.

**E. Professional References**

Provide a minimum of two complete references (name, title, address, phone number, and email address) that CDD may contact to verify services rendered or currently being provided.

After written proposals have been reviewed, discussions with prospective consultants may or may not be required to clarify any portions of the proposal.

## **Section 5 – Evaluation and Anticipated Schedule**

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

**(1) Responsiveness     25%**

Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.

**(2) Experience             40%**

Consultant has experience with not only HUD programs, but also with providing services assistance to municipalities. References also report positive experience.

**(3) Price                     25%**

Analysis of cost competitiveness.

**(4) Schedule                10%**

Availability and compatibility of schedule.

CDD reserves the right to negotiate with the selected consultant on technical assistance topics, deliverables, scheduling, and budget issues. CDD shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the project.

This RFP will be governed by the following schedule:

Proposals Due Date	April 21, 2017 by 4:00 pm
Notification of Award	April 28, 2017 (anticipated)
Execution of Contract	May 11, 2017 (anticipated)
Completion of Work	August 31, 2017 (anticipated)

**Proposals must be submitted in accordance with the instructions in Section 2 of this RFP.**

**Incomplete proposals and proposals received after the deadline will not be considered.**