

The Town of Summerville
Request for Proposal
CDBG Five-Year Consolidated Plan and Annual Action Plan
Closing Date: January 27, 2020 at 5:00pm

The Town of Summerville is seeking proposals from consulting firms to coordinate, prepare, and produce the federally-mandated Consolidated Plan and Annual Action Plan in accordance with the Department of Housing and Urban Development (HUD) Regulations and guidelines. This will include any future regulations and guidelines that may be publicized by HUD for this plan. The document must cover a five-year period from July 1, 2020 through June 30, 2025. The Consolidated Plan serves as the planning document of The Town of Summerville and as an application for funding under the referenced program which is prepared in accordance with the requirements of 24 CFR Part 91.

SELECTION CRITERIA

1. Qualifications – up to 20 points maximum
2. Experience w/ similar projects – up to 20 points maximum
3. HUD/CDBG experience – up to 20 points maximum
4. Response to proposal – up to 20 points maximum
5. Cost of Services – up to 20 points maximum

Proposals must be submitted to: Attn: Krista Collins, Purchasing Agent, Town of Summerville, 200 South Main Street, Summerville SC, 29483 (Phone 843-851-4215) in a **sealed** envelope clearly marked, “**CDBG PROPOSAL**”. Proposals received after the deadline of **January 27, 2020 at 5:00pm** WILL NOT BE CONSIDERED. Submit one (1) original and three (3) copies of the proposal. The proposal does not commit the Town of Summerville to award a contract or pay any cost incurred in the preparation of proposals. The Town of Summerville reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with all qualified offerors, or to cancel in part or in its entirety, if this is in the best interest of the Town to do so.

For further information contact Krista Collins in writing at the above address or email at kcollins@summervillesc.gov.

SCOPE OF WORK

The consultant will be responsible for but not limited to the following:

PREPARATION OF PLANS AND SPECIFICATIONS

***This project is deadline driven and The Town has implemented an aggressive timeline to meet this deadline. All respondents must have the capacity to meet the deadlines and follow the timeline listed below:**

- **Upon Award of Contract:** Pre-development meeting following the consultant selection
- **January/February 2020:** Town Officials Meeting- Meet with Town of Summerville officials/employees for input on plans and projects
- **February 2020:** Public Hearing – Community information session

- **April 2020:** Public Hearing- Community information session/ draft of Consolidated Plan and Annual Action Plan presented
- **April 2020:** Presentation of drafted Consolidated Plan and Action Plan to Town of Summerville's Town Council
- **May 2020:** Presentation of final (*once allocation has been determined*) Consolidated Plan and Action Plan to Town of Summerville's Town Council
- **June 1, 2020:** Project Completion

Specific times will be decided by The Town staff and winning bidder after contract is awarded. Public information meetings must be published in newspaper at least 2 weeks prior to date of meeting.

This is a **firm deadline project**, which will commence immediately upon Notice to Proceed. A predevelopment meeting to introduce staff, review the contract, and establish responsibilities will be held.

Post Award- Submission of monthly progress reports and work yet to be completed will be required based on the submitted Completion Schedule.

Funds for the CDBG Program must be spent inside the Town of Summerville and must benefit low-to-moderate income residents of Summerville.

Town of Summerville's Contribution:

AD-25 Administration*

AD-50 Verify Grantee/PJ Information in IDIS*

AD-55 Verify Grantee/PJ – Program Contacts

AP-15 Expected Resources*

AP-20 Annual Goals and Objectives*

AP-35 Projects*

Consultant Responsibilities:

The Consultant will ensure that the Consolidated Plan and Annual Action Plan meets all requirements of the Federal regulation and must follow the HUD guidance for the eCon Planning Suite which includes:

Setup

AD-25 Administration*

AD-50 Verify Grantee/PJ Information in IDIS*

AD-55 Verify Grantee/PJ – Program Contacts*

Executive Summary

ES-05 Executive Summary

The Process

PR-05 Lead & Responsible Agencies

PR-10 Consultation

PR-15 Citizen Participation

Needs Assessment

- NA-05 Overview
- NA-10 Housing Needs Assessment
- NA-15 Disproportionately Greater Need: Housing Problems
- NA-20 Disproportionately Greater Need: Severe Housing Problems
- NA-25 Disproportionately Greater Need: Housing Cost Burdens
- NA-30 Disproportionately Greater Need: Discussion
- NA-35 Public Housing
- NA-40 Homeless Needs Assessment
- NA-45 Non-Homeless Special Needs Assessment
- NA-50 Non-Housing Community Development Needs

Market Analysis

- MA-05 Overview
- MA-10 Number of Housing Units
- MA-15 Cost of Housing
- MA-20 Condition of Housing
- MA-25 Public and Assisted Housing
- MA-30 Homeless Facilities
- MA-35 Special Needs Facilities and Services
- MA-40 Barriers to Affordable Housing
- MA-45 Non-Housing Community Development Assets
- MA-50 Needs and Market Analysis Discussion

Strategic Plan

- SP-05 Overview
- SP-10 Geographic Priorities
- SP-25 Priority Needs
- SP-30 Influence of Market Conditions
- SP-35 Anticipated Resources
- SP-40 Institutional Delivery Structure
- SP-45 Goals
- SP-50 Public Housing Accessibility and Involvement
- SP-55 Barriers to Affordable Housing
- SP-60 Homelessness Strategy
- SP-65 Lead Based Paint Hazards
- SP-70 Anti-Poverty Strategy
- SP-80 Monitoring

Annual Action Plan

- AP-15 Expected Resources*
- AP-20 Annual Goals and Objectives*
- AP-35 Projects*

AP-50 Geographic Distribution
AP-55 Affordable Housing
AP-60 Public Housing
AP-65 Homeless and Other Special Needs Activities
AP-75 Barriers to Affordable Housing
AP-85 Other Actions
AP-90 Program Specific Requirements

- The Consultant will be responsible for coordinating, scheduling, developing informational materials and conducting community outreach meetings. Public information meetings, Town staff/officials meeting, and presentations before the Summerville Town Council are required for input into the needs of the Town of Summerville.
- The Consultant will be responsible for developing and preparing the Consolidated Plan and Year One Action Plan in final form for submission electronically to HUD in the eCon Planning Suite after Town of Summerville staff review and approval.
- The Consultant will be responsible for making any revisions required by HUD after submission.
- The Consultant will work in conjunction with Town staff on troubleshooting with HUD relative to using the IDIS/eCon Planning Suite software.
- The Consultant will be responsible for preparing maps, tables, charts, illustrations, and photographs to include in the Plans along with the named source of the information.
- The Consultant will provide internal copies of plan sections for review and comment before public draft of the plans are finalized. The draft Consolidated Plan 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.
- A slide presentation and any other documents used for the impending Town Council presentation must be made available to Grants Writer by April 1, 2020.
- The Consultant must have a draft of the Five-Year Consolidated Plan/Action Plan available for a 30 day public comment available on April 6, 2020.
- The Consultant is responsible for making a presentation of the Five-Year Consolidated Plan and Year One Annual Action Plan to the Town Council scheduled for April 6, 2020.
- The final documents must be ready by May 11, 2020 to submit to Town Council for acceptance and approval.

- The Consultant is responsible for submitting to The Town of Summerville, three (3) electronic/digital copies and three (3) bounded color hard copies, the final Consolidated Plan and Annual Action Plan, including maps and graphics in a Word Document, no later than June 1, 2020.
- The Consultant is responsible for finalizing the Consolidated Plan and Annual Action Plan for electronic submission to HUD by the June 1, 2020 deadline. The Town of Summerville currently has limited staff available to support the Consultant and will rely on the personnel, experience and expertise of the Consultant to ensure completion of the work. All deliverables become the property of The Town of Summerville.
- The Consultant will provide a resource binder to include, at minimum, a list of data sources, copy of data collected in spreadsheet format matching required Econ Planning Suite tables, consultations, survey and survey results, records, and any other supporting documentation used to develop the Five-Year Consolidated Plan.
- The Consultant will assist staff in responding to HUD questions or issues throughout the HUD approval process.
- The Consultant will be responsible for making any revisions required by HUD after submission.

TYPE OF CONTRACT

The Town intends to sign a lump sum contract with one firm for the services. To the extent that the firms choose to make joint proposals, one firm must be designated the lead firm to sign the contract and be the point of contact with The Town of Summerville. The Town reserves the right to reject any or all proposals, to waive minor informalities and technicalities to make a selection, if any, based solely on the best interests of the Town.

PREPARATION OF PROPOSAL

All proposals should be complete and carefully worded and must convey all the information requested by the Town.

QUESTIONS

Every effort has been made to ensure that all information needed by the Firm is included herein. If a Firm finds that it cannot complete a proposal without additional information, it may submit questions, in writing, to the Town of Summerville Representative. No negotiations, decisions or actions shall be initiated by any Firm or potential firm as a result of any verbal discussion with any Town of Summerville representative or employee.

All questions in connection with this proposal shall be directed to the Town of Summerville Representative: Krista Collins, 200 South Main Street, Summerville, SC 29483 or kcollins@summervillesc.gov

PROFESSIONAL LIABILITY COVERAGE

The firm shall submit with its proposal evidence that it has or can obtain professional liability coverage in an amount not less than one million dollars and that said coverage includes, but is not limited to the scope of work.

TERMINATION BY THE TOWN

Funds for this contract are payable from the Town's Community Development Block Grant (CDBG) funds and the Town's General Fund. In the event no funds or insufficient funds are appropriated and made available for payments due under this contract, then the Town shall immediately notify the firm of such occurrence, and this contract shall create no further obligation of the Town as to such current or succeeding fiscal year and shall be null and void, except as to the portions of payments herein agreed upon for funds which shall have been appropriated and budgeted. In such event, this contract shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to the Town of any kind whatsoever. No right of action or damages shall accrue to the benefit of the firm as to that portion of this contract that may so terminate. The Town shall provide the successful firm with notice not less than thirty (30) days prior to the date of cancellation, if such time is available. Otherwise, prompt notice will suffice. In the event of occurrence of the circumstances described immediately above, the firm shall not prohibit or otherwise limit the Town's right to pursue and contract for alternate solutions and remedies as deemed necessary by the Town for the conduct of its affairs. All provisions stated herein shall apply to any amendment or the execution of any option to extend the contract.

APPROVAL OF USE OF NAMES

The firm shall not have the right to include the Town names in its published list of customers without prior approval. With regard to news releases, only the name of the firm type and duration of contract may be used and then only with prior approval of the Town. The firm agrees not to publish or cite in any form any comments or quotes from the Town Council members, officials or staff. The firm further agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the services provided are endorsed or preferred by the Town.

EMPLOYMENT OF PERSONNEL

In all hiring or employment made possible by or resulting from the contract and in accordance with 45 CFR Parts 90 and 91 (1990), the firm agrees that:

- a) There shall be no discrimination against any employee or applicant for employment because of handicap, age, race, color, religion, sex or national origin, and
- b) Affirmative action shall be taken to insure that applicants are employed, and that
- c) Employees are treated during employment without regard to their handicap, age, race, color, religion, sex, or national origin

This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The firm further agrees

to give public notice in conspicuous places available to employees and applicants for employment setting forth the provisions of this section. All solicitations or advertisements for employees shall state that all qualified applicants shall receive consideration for employment without regard to handicap, age, race, color, religion, sex or national origin. All inquiries made to the firm concerning employment shall be answered without regard to handicap, age, race, color, religion, sex or national origin. All responses to inquiries made to the firm concerning employment made possible as a result of the contract shall conform to Federal, State and local regulations.

COMPLIANCE WITH CODES, ORDINANCES, INDUSTRY STANDARDS

During the term of this contract, it shall be the firm's responsibility to ensure compliance with all applicable provisions of laws, codes, ordinances, rules and regulations, tariffs, and industry standards. The firm and any and all subcontractors of the firm shall have a Town of Summerville business license before work begins.

ASSIGNMENT

No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Town.

SAFETY PRECAUTIONS

The Town assumes no responsibility with respect to accidents, illness, or claims arising out of any work undertaken with the assistance of funds paid under the contract. The firm shall take necessary steps to insure or protect itself and its personnel. The firm agrees to comply with all applicable local, state, and federal occupational and safety acts, rules and regulations. The Town will require proof of Worker's Compensation coverage.

POLITICAL ACTIVITY

The firm shall comply with all applicable provisions of the Federal "Hatch Act" as amended.

RESTRICTIONS FOR LOBBYING

In accordance with 31 U.S.C. 1352, funds received under this contract may not be expended to pay any person or influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of any agency, or an employee of a member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement. This restriction is applicable to all subcontractors and must be included in all subcontracts.

COMPLIANCE WITH FEDERAL REGULATIONS

State or Federal requirements that are more restrictive shall be followed.

AMERICANS WITH DISABILITIES ACT (ADA)

The firm shall comply with the ADA, as applicable.

DEBARMENT CERTIFICATION

The firm agrees to comply with the applicable provisions of 45 CFR Part 76 (1990).

AUDITS AND REVIEWS

The firm shall, throughout the life of the contract, participate in State and Federal audits. The firm shall provide support to the Town during any and all audits. The support shall include, but shall not be limited to, producing documentation, gathering data, preparing reports or correspondence, and assisting the Town in responding to questions.

SUBCONTRACTORS

If the firm proposes to use key professional personnel who are not employed by the firm in a full time capacity, the firm must include a resume(s) of the personnel, specifically designate what portions(s) of the project the personnel will be responsible for and what percentage, in terms of time, of the project will be performed by such personnel. The firm shall be professionally liable for the work of such personnel and shall provide assurances to the Town that such personnel will devote sufficient time, which time shall be satisfactory to the Town to the project in order to carry out properly the designated project work.