

Request for Proposals (RFP)

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 4th floor
Canton, Ohio 44702

2024-2029 Consolidated Plan and 2024 Annual Action Plan

Item/Project

Community Development

Responsible Department

Friday, April 21, 2023 at 4:00pm

Proposals Due On or Before

Proposal Submitted By:

Company Name

Street Address

City
Zip

State

Contact Person

Phone No.

Email Address

The City of Canton – Request for Proposal
2024-2029 Consolidated Plan and Annual Action Plan

The City of Canton Community Development Department (CCCDD) is requesting proposals from experienced community development consultant firms or individual consultants to undertake the development of CCCDD's 5 year Consolidated Plan and the One Year Action Plan. The proposer must use the HUD Econ Planning Suite.

Information

The CCCDD is requesting proposals from qualified and experienced consulting firms to develop the City of Canton's 5-year Consolidated Plan (FY2024-2029), and Annual Action Plan (FY2024)

Background

The CCCDD is responsible for preparing and implementing the Five-Year Consolidated Plan which includes identifying the needs of the community and carrying out various projects and programs with the use of HUD funding, which include CDBG, ESG, and HOME.

As a recipient of formula funds under HUD Programs, the CCCDD is required to submit a Five-Year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER). The production of the Consolidated Plan serves as the planning document which builds on a participatory process with citizens, organizations, businesses, and other stakeholders, which functions as a strategy to follow, carrying out the CCCDD's priorities (community development needs) over a five year period (2024-2029) with the use of HUD's Community Planning and Development (CPD) formula grant.

Consolidated Plan requirements are enacted through 24 Code of Federal Register (CFR) 91 and regulates the formula grant funding intended to assist primarily low to moderate income persons, and meet the following six main components of HUD's Office of Community Planning and Development (CPD) as follows:

Objectives

- Create a suitable living environment.
- Provide decent housing.
- Create economic opportunities. Outcomes
- Availability/Accessibility
- Affordability
- Sustainability

Scope of Service

Summary

The CCCDD is seeking a consulting firm that can produce the federally-mandated Consolidated Plan and Annual Action Plan.

The consultant must be familiar with HUD Consolidated Plan and Housing Element requirements, and must have demonstrated capacity to perform the tasks necessary to complete the project. The specific requirements for the Consolidated Plan can be found in the

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Code of Federal Regulations, Title 24 Section 91, et. Seq. (24 CFR 91) and guidance for preparing a Consolidated Plan submission can be found at: www.hud.gov

The Consolidated Plan combines the planning and application requirements of certain Federal statutes and includes a Needs Assessment and Market Analysis outlining levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. The consultation with local agencies, public outreach, a review of demographic and economic data sets, and a housing market analysis will be required.

The period of this Consolidated Plan is April 1, 2024 through March 31, 2029. The Consolidated Plan must meet all requirements of the Federal regulations and must follow the HUD guidance for the Econ Planning Suite. This is a firm deadline project document; we must have a draft document for public comment completed by January 1, 2024 and a completed document submitted to HUD no later than February 15, 2024. These dates are contingent on a timely approved budget through Congress.

The consultant, with CCCDD review, shall be primarily responsible for work related to project management for study preparation, preparing all required components of the study, citizen participation, data collection, mapping, analysis and drafting of the study. It should be understood that the CCCDD has limited professional staff available to support the project and will rely on the personnel, experience and expertise of the consultant to ensure all necessary components of the process and plan are completed in a timely manner.

The selected consultant will be expected to confer with a broad spectrum of public and private agencies that provide subsidized and assisted housing, health, employment and social services to very-low, low and moderate income persons, seniors, homeless, female heads of households, and disabled persons. The resulting reports should provide a direct link between community goals and objectives, priority needs and include clear actionable direction for implementing the ensuing one-year action plans.

Where appropriate, the summary narrative should provide tables, charts, graphs, and maps in order to enhance or illustrate the written narrative. The use of GIS, Excel, and other graphic generating software is encouraged to provide clear, concise graphics for the plan. The consultant will be required to submit all documentation to the CCCDD, in the form of Word, Excel, PDF, TIF, JPEG and other necessary forms and into the Integrated Disbursement and Information System (IDIS) System. The Consultant shall provide sufficient staffing and be available as needed to meet the estimated deadlines throughout the project.

Specific Tasks

Shall minimally include:

1. Organizational

- a. Meet with the CCCDD and Community Stakeholders
- b. Prepare a timeline for project milestones including proposed community meetings and stakeholder's interviews. This timeline will be made available to the public to explain the process.

2. Needs Assessment

The Consultant shall gather factual and broad community input through citizen participation and data collection including:

- a. Review of available data, reports and documents
- b. Review of current HUD Consolidated Plan regulations and guidance.
- c. Presentations at community and public meetings and moderating discussions (including preparing, copying and distributing bilingual handouts) to gather community input on the community needs. This will include:
 - i. An initial evening public meeting to explain the Consolidated Plan process and present the timeline;
 - ii. Up to five evening neighborhood meetings; and
 - iii. Interviews and/or daytime focus group meetings with community stakeholders, to be determined with the Office of Housing and Community Development and consultant but at a minimum should include representatives from City departments utilizing HUD funds for projects, business community, housing agencies, social service agencies, CHDO representatives, and other organizations or individuals deemed appropriate.
- d. Prepare summary of comments, conduct analysis and assess data gathered and develop Five-Year priority recommendations incorporating factual data and public input collected to support those recommendations.
- e. Using data and information collected, develop written Needs Assessment and Market Analysis in the format required by HUD.
- f. Develop maps of key data elements such as income, housing, and racial characteristics.
- g. Adjust Needs Assessment and Market Analysis from the HUD Econ Planning submission document to one suitable for public distribution and comment.

3. Preparation of Five-Year Consolidated Plan and One-Year Action Plan

- a. Assist the CCCDD in developing a draft Consolidated Plan using the HUD eCon Planning tool that includes Five-Year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements.
- b. Develop a draft City Fiscal Year 2024 Annual Action Plan that includes proposed activities, proposed accomplishments and performance measurements using the IDIS/eCon Planning Suite.
- c. Provide internal copies of plan section to CD staff for review and comment before public draft or plan is finalized.
- d. The draft plan for the public must be in a Word Document that is easily readable by

the public. It is our understanding the eCon Planning Suite version, while meeting the HUD submission requirements, may not be the best document to display or print for public review.

e. Present drafts of both documents to the City Council and evening public meeting and prepare meeting minutes.

g. Prepare final draft of both the Consolidated Plan and Annual Action Plan, incorporating information received at the City Council meeting, public comments and comments from CCCDD.

h. Prepare submission of the Five-Year Consolidated Plan and the FY24 Annual Action Plan to HUD.

i. Prepare maps, tables, charts, illustrations and photographs to include in plan.

The consultant will be responsible for preparing in final form and submitting electronically to HUD all forms and tables in eCon Planning Suite instructions after City review and authorization. The Consultant will be responsible for making any revisions required by HUD after submission. The consultant will be responsible for all trouble shooting with HUD relative to using the IDIS/eCon Planning Suite software.

Final Work Products

The Consultant is responsible for finalizing the digital submission of the Consolidated Plan and Annual Action Plan to HUD by February 15, 2024 deadline. This is provided that Congress passes the budget on time.

PROPOSAL FORMAT AND CONTENT

Content of Proposal

Firms desiring to respond shall submit proposals in sufficient detail to allow for a thorough evaluation and comparative analysis. The proposals will be judged by their content and are encouraged to be as brief and concise as possible without sacrificing the clarity of the intended concept. The proposals should include, at the minimum, the following information in sectioned format:

1. Introduction - Present an introduction to the proposal indicating your understanding of the proposed project. If this is a joint venture, indicate who will be the prime contractor. Lists all subcontractors, if any.
2. Qualifications - Discuss the overall capabilities of the organization(s). Include a brief description of the firm's history, experience and organizational structure. Similar information should be provided for each joint venture participant and all subcontractors, if any, along with the area of discipline or participation and approximate percentage of their contribution.

The Consultant must have direct experience with the development of Consolidated Plans for HUD Entitlement Communities. Well-qualified consultants may also have direct experience

with the development of other city housing-related documents such as Action Plans, Analysis of Impediments to Fair Housing Choice, Affordable Housing Strategies, Public Housing Authority Plans, Redevelopment Agency Housing Plans, Continuum of Care Narratives, or other similar documents. Experience working with cities with similar governing and management structures and community demographics is preferred.

If proposed to be a joint venture, a lead consulting firm shall be designated and shall be responsible for product delivery, project management for sub-consultant tasks and scheduling.

3. Personnel - Identify the person to be designated project manager and provide a detailed summary of his or her background. The project manager shall be expected to be available on all occasions for discussion with the lead agency and the technical advisory committee, and for public presentations. Submit an organizational chart showing the name of the project manager, other key personnel, and all supporting staff to be assigned to the project. A brief resume for each key person on the chart highlighting special qualifications relevant to their performance of each task should be included. The specific responsibilities of the project manager and other key personnel should be detailed along with the anticipated total effort, expressed in percentages of person-hours to be provided by each member of the supporting staff.

4. Scope of Work and Approach – Present a summary of approach your firm will utilize in accomplishing the primary objective and scope of services as outlined above. The approach described in this section should include those components identified in the discussion above as well as any other areas your firm would recommend. Optional tasks should clearly be identified and distinguished from mandatory tasks.

5. Schedule - The Schedule of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time.

6. City Resources - A list of the resources, personnel, data, or other assistance which the proposer expects are required from the City in order to complete each task in the scope of services during the planned time period.

a. The City will be responsible for:

- i. Legal advertising of all meetings and other required postings
- ii. Procuring or arranging for space for public meetings and doing public outreach for meetings
- iii. When identified prior to event as a need, having a Spanish speaking staff person present at the public meetings
- iv. Providing the Consultant with copies of any existing handouts, reports, data and presentation information that are available

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- v. CD will release Request for Proposals for FY2024 subrecipient funding
- vi. CD staff will also be present at all public meetings and presentations
- vii. Establishing the Five-Year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements.

7. References - List at least three (3) public agency clients for whom similar or comparable services have been or are being performed. Include the name, along with the mailing address and telephone number of their principal representatives who can respond to questions concerning those services you provided.

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Professional Consulting Service for Technical Assistance and preparation of Subsidy Layering on the HUD mandated HOME and HOME-ARP Activities for the City of Canton

Electronic copies of your statement of qualifications must be submitted via the City's sourcing tool, Vendor Registry. Vendor Registry is free for your use with City sourcing events (<https://www.cantonohio.gov/448/Purchasing-Procurement>).

V. Selection Process

- The Department of Development will evaluate the proposals submitted and determine the best overall proposal for our unique needs.
- Fee schedule
- The City may request informational meetings and/or presentations from one or more vendors.

Fee Schedule

- State any and all costs the City may anticipate relating to the services to be provided.
- The City reserves the right to negotiate the fee for service with the vendor whose proposal and qualifications are determined to be the most advantageous to the City.

Required Forms of the Proposal Package

Please submit the following supplemental information with your proposal corresponding to the items below:

- For proposal purposes, vendors must submit a certificate of insurance for general liability and workers compensation, a vendor information form and an employment practices report.
- The general liability certificate shall contain the information contained in the professional service insurance requirements marked as Exhibit A.
- The vendor information shall be used for the City's income tax purposes as marked in Exhibit B.
- The employment practices report shall be used to verify equal opportunity employment practices as marked in Exhibit C.

Questions

Please direct all questions regarding this RFP in writing by **Friday, April 14, 2023 at 4:00pm** to:

Andrew Roth, Director of Purchasing
purchasing@cantonohio.gov

Answers to questions will be posted as Addenda to this Request for Proposals no later than **Tuesday, April 18, 2023 at 4:00pm**.

Deadline and Submission Procedures:

Consultants interested in being considered for these services must provide their proposals by **Friday, April 21, 2023 at 4:00pm**. Proposals received after this deadline will not be considered.

Electronic copies of your statement of qualifications must be submitted via the City's sourcing tool, Vendor Registry. Vendor Registry is free for your use with City sourcing events (<https://www.cantonohio.gov/448/Purchasing-Procurement>).

Evaluation and Award Process

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP.

By order of the Director of Public Service
John M. Highman, Jr.
Director of Public Service

Published in The Repository
April 6 and April 13, 2023

Exhibit A

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

The contractor shall maintain throughout the term of this agreement the following types and amounts of insurance:

1. A standard form of errors and omissions insurance with a minimum liability coverage of one million dollars (\$1,000,000.00); and
2. Comprehensive general liability insurance with a minimum liability coverage of one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) aggregate for bodily injury and property damage (including independent contractors, blanket contractual, personal injury) for claims arising thereunder; and
3. Comprehensive automobile liability insurance with a minimum liability coverage of one million dollars (\$1,000,000.00) each occurrence for bodily injury and property damage; and
4. Worker's compensation insurance to statutory limits on employees engaged in the work covered by this agreement.

Form of Insurance

1. All insurance policies shall be maintained through an insurance company satisfactory to Canton.
2. Contractor shall provide the City of Canton “additional insured status” on said policies.
3. All insurance policies shall contain an endorsement by the insurance carrier providing thirty (30) days’ notice to both the City and insured in the event of any change in coverage under the policy. No less than thirty (30) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer.
4. Contractor shall assure that any and all consultant or subcontractors engaged or employed by Contractor carry and maintain similar insurance with reasonable prudent limits and coverages in light of the services to be rendered by such consultants or subcontractors.
5. Contractor shall submit to Canton proof of such insurance in amounts satisfactory to Canton. The maintenance in full current force and effect of such form and amount of insurance shall be a condition precedent to Contractor's exercise or enforcement of any rights under the agreement with Canton.

Exhibit B

VENDOR INFORMATION

1. The vendor shall provide all of the following information.

a. Name of Vendor _____

b. Business Address _____

_____ City _____ State _____ Zip

c. Business Telephone Number () _____

d. Person, address, email, telephone to whom official notices are to be sent _____

e. Person, address, email, telephone for further information regarding this contract _____

f. State(s) of incorporation (w/ dates of incorporation) _____

g. Principal place of business _____

h. Federal I.D. Number # _____

2. Form of Business Organization

_____ Corporation _____ Partnership _____ Other

3. The vendor shall provide the names and addresses of all persons interested as principals (officer, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

All of the above, including the signatory to this contract, are citizens of the United States, except the following. (Provide names and address of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____

Exhibit C

Bidder and Contractor Employment Practices Report
City of Canton Office of Compliance

I. INSTRUCTIONS

- A. This form is designed to provide an evaluation of your policies and practices as they relate to the extension of equal employment opportunity to all persons regardless to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- B. City of Canton Codified Ordinance 507 and rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.
- C. Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrate compliance with the City’s Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the vendor and its subcontractors rests with the vendor or subcontractor. Such demonstration is a prerequisite for continued eligibility for the award City contracts.

II. VENDOR OR BIDDER INFORMATION

1. Reporting Status A. Prime Contractor B. Prime Subcontractor C. Supplier D. Other (Specify)
2. Name, Address and Telephone Number of Bidder Covered by This Report
3. Name, Address and Telephone Number of Principal Official or Manager of Bidder
4. Name, Address and Telephone Number of Principal Office of Bidder

Evaluation (Office Use Only)

- Compliant
- Non-Compliant
- Follow up needed _____

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III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the applicable letter associated with each item below. The letters are interpreted as follows:

A – Current Practice **B** – Company will immediately adopt this policy **C** – Company is unwilling or is unable to adopt policy.

Circle One	Items	State Reason if (C) is checked
A B C	1. The company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity, with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment. This policy will be communicated in writing to all employees, subcontractors, recruitment sources and all relevant labor organizations and unions.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	4. The company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Codified Ordinance 507.	
A B C	5. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	6. Company will take steps to integrate any position, departments, or plant locations which have no minority persons, or are almost completely staffed with one particular ethnic or racial group.	
A B C	7. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: Education, Experience, Tests, and Criminal Records.	
A B C	8. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	9. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

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IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law. Please provide truthful and accurate information. If information provided is found to be false, bidder/contractor will be subject to the loss of all future awards.

Categories	Overall Total	MALE:						FEMALE:			
		Total Male	Total Female	African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic
Officials, Managers and Supervisors											
Professionals											
Technicians											
Part-Time Seasonal											
Office & Clerical											
Craftsman (skilled)											
Operatives (semi-skilled)											
Laborers (un-skilled)											
Service Workers											
Total:											

REMARKS: Please explain any identification data appearing on last the report which differs from that given above. This includes major changes in employment, changes in composition of reporting units, and other pertinent information. Use a separate sheet if additional space is required.

V. ADDITIONAL INFORMATION (Optional)

Describe any other actions taken which show that all employees are recruited, hired trained, and promoted without regard to their race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity. Use a separate sheet if additional space is required.

VI. POLICY STATEMENT

The City of Canton, Ohio in conformance with local, state, and federal regulations, requires each vendor, contractor, and material suppliers working on city projects or awarded City contracts be signatures of the following statements:

- 1) It is the policy of _____ that equal employment opportunities be afforded to all qualified persons without regard to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- 2) In support of this document _____ will not discriminate against any employee or applicant because of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- 3) _____ will take affirmative action to ensure that applicants for employment and current employees are treated fairly without regard to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity. Such action will include but not be limited to recruitment, advertising, or solicitation for employment, hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.
- 4) _____ will make every effort to comply with minority utilization goals as follows: (9%) nine percent minorities in your workforce on the job, (6.9%) six point nine percent female utilization on this job, and (10%) ten percent of contract amount expended with minority business enterprises, women-owned business enterprises or a combination of both.
- 5) _____ shall require each sub-contractor hired for this project to adhere to this statement.

VII. SIGNATURE

The undersigned certifies that he/she is legally authorized by the vendor/bidder to affirm all information and statements included in this employment practices report. That he/she has read all of the foregoing statements, representations, and affirmations and that they are true and correct to the best of his/her knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Compliance, the bidder/contractor could be subject to loss of current and future awards.

Firm or Corporation Name:

Signature:

Title:

Date of Signing:
