

Request for Proposals (RFP)

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

HOME and HOME-ARP – subsidy layering and technical assistance

Item/Project

Community Development

Responsible Department

January 24, 2023 at 4:00 PM local time

Proposals Due On or Before

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

Request for Proposals City of Canton

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

Introduction

The purpose of this invitation is to obtain the services of a consultant firm, hereinafter referred to as “Consultant or Company”, to perform a service for the City of Canton Department of Development, hereinafter referred to as the “City”. The City is seeking qualifications and proposals from consultants interested in providing technical assistance and the preparation of subsidy layering analysis for the mandated HOME and HOME-ARP activities for the City of Canton. The technical assistance and the preparation of subsidy layering analysis shall be conducted in accordance with the necessary requirements and guidelines under the Federal Regulations.

II. Project Background

The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities use – often in partnership with local nonprofit groups – to fund a wide range of activities including building, buying, and/or rehabilitating affordable and attainable housing for rent or homeownership. HOME is the largest Federal block grant to state and local governments designed exclusively for this purpose. The U.S. Department of Housing and Urban Development (HUD) manages HOME, and the Community Development Department administers these funds on behalf of the City of Canton.

More information about HOME, policy guidance, applicable laws and regulations, waivers and suspensions, rent and income limits, frequently asked questions (FAQs), and other useful information can be found online:

<https://www.hudexchange.info/programs/home/>

The American Rescue Plan Act of 2021 (P.L. 117-2) (“ARPA”), signed into law on March 11, 2021, provides over \$1.9 trillion in relief to address the COVID-19 pandemic’s impact on public health, the economy, individuals and businesses, and State and local government. As a result of ARPA, the City will receive a HOME-ARP allocation of approximately \$2,573,468 to be spent by 2030. The funds are intended to address the need for homelessness assistance and supportive services.

As a recipient of federal HOME-ARP dollars which are regulated by the U.S. Department of Housing and Urban Development (HUD), the City is required to produce a Plan for HUD’s review and acceptance before funding can be utilized.

III. Scope of Services

Consultants are asked to describe the tasks required to successfully carry out the Scope of Services outlined below. However, Consultants may include additional services that the Consultant is capable of providing and which, in the Consultant's opinion, would enhance the implementation of the proposed Scope of Services. The Scope of Services includes:

- Prepare HOME subsidy layering analysis: In accordance with the City's HOME program policies and procedures, the 2013 Final HOME Rule including HOME regulations at 24 CFR 92.250(b) and HUD HOME CPD Notice 98-01 pertaining to the preparation of HOME subsidy layering analysis.
- Prepare HOME-ARP subsidy layering analysis: In accordance with the City's HOME-ARP program policies and procedures, the American Rescue Plan Act of 2021 and all related HUD HOME-ARP CPD Notices pertaining to the preparation of HOME subsidy layering analysis.
- Provide technical assistance for the HOME program: In accordance with the City's HOME program policies and procedures, the 2013 Final HOME Rule and all related HUD HOME CPD Notices pertaining technical assistance of HOME program.
- Provide technical assistance for the HOME-ARP program: In accordance with the City's HOME-ARP program policies and procedures, the American Rescue Plan Act of 2021 and HUD HOME-ARP CPD Notice CPD-21-10 and CPD-22-13 pertaining technical assistance of HOME-ARP program.

The following are expected to be completed as part of the Scope of Services:

- Prepare the subsidy layering analysis
- Provide technical assistance

IV. Submittal Requirements

A proposal shall be submitted. Proposals should:

- Describe the approach and methodology the Consultant will employ in carrying out the work described in Section III

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- Include any services the Consultant may require from the City to perform the work described in the proposal
- Provide a description of the Consultant’s background, qualifications and experience and the background and qualifications of the staff to be assigned to the project
- Provide a least three (3) references from past clients within the last two years with similar Scope of Services conducted
- Provide the timing for each subsidy layering analysis

Electronic copies of your statement of qualifications must be submitted via the City's sourcing tool, Vendor Registry by January 24, 2023 by 4:00 pm.

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 **4:00 PM local time on January 24, 2023** to:

Andrew Roth, Director of Purchasing
andrew.roth@cantonohio.gov

Answers to questions will be posted as Addenda to this Request for Proposals no later than **January 17, 2023, 4:00 PM local time.**

Deadline and Submission Procedures:

Consultants interested in being considered for these services must provide their proposals by **4:00 P.M. on January 24, 2023.** 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
January 6 and 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

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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.

MALE:

FEMALE:

Categories	Overall Total	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

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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:
