

CITY OF NAMPA
500 12th Ave South
Nampa, ID 83651
Request For Proposals For Planning Services

Background and Purpose

The City of Nampa is requesting proposals from qualified proposers to provide planning services to assist in the preparation of the Community Development Block Grant 5-Year Consolidated Plan and 1-Year Annual Action Plan. In addition, the qualified proposer will include review the City of Nampa's existing Treasure Valley Analysis of Impediments (AI) and ensure the AI meets the current standards under the 2015 Affirmatively Furthering Fair Housing (AFFH). The Consolidated Plan, Annual Action Plan, and Analysis of Impediments must meet all requirements of the Federal Regulations (See Scope of Services) including the Citizen Participation Plan.

The Adoption of the Consolidated Plan, Annual Action Plan, and any updates to the Analysis of Impediments must be completed and submitted for approval to the Department of Housing and Urban Development by July 31, 2022.

Complete proposals must be submitted by 4:00 PM on November 4, 2021. Submissions must include one hard/paper copy of the proposal and one digital copy of the proposal. The hard copy should be mailed to the City of Nampa Community Development Division Attention Matt Jamison at 500 12th Ave South, Nampa, Idaho 83651. Digital copies can be provided via a USB thumb drive or submitted by email to jamisonm@cityofnampa.us and cortezk@cityofnampa.us. All proposals and list of qualifications must be signed. Proposed Scope of Work and Tentative Project Schedule are attached. The City of Nampa reserves the right to reject any and all proposals, to waive any irregularities in the proposals received, and to accept the proposal(s) deemed most advantageous to the City. Following receipt and initial review of proposals, the City may schedule interviews for the top-ranked proposals if it is determined necessary for successful completion of the selection process.

Scope of Services

Successful proposers will need to perform at minimum the following:

I. Process Preparation

- Obtain authorization and passwords for use of HUD's IDIS online reporting system.
 - i. Review current HUD Consolidated Plan regulations and guidance, found in the Code of Federal Regulations, Title 24, Section 91, et. seq. (24 CFR 91). Regulations, notices and guidance for preparing a Consolidated Plan submission can be found at (but not limited to):
<https://www.hudexchange.info/programs/consolidated-plan/>.
 - ii. Note: Consultant is responsible for being up-to-date and adhering to all HUD requirements for complete submission of the 5 Year Consolidate Plan and one-year Action Plan.

- Review any revisions and additions to the consolidated plan process and/or the consultation process for incorporating the requirements of affirmatively furthering fair housing.
- Review Nampa's existing Citizen Participation Plan. All consultation and the scope of work shall be undertaken as provided in the Citizen Participation Plan.
- Review the requirements for using the Consolidated Plan template in IDIS and discuss the format of the plan with the Community Development Program Coordinator. Discuss how the plan may differ from the format of the 2017-2021 Consolidated Plan, also taking into consideration any federal regulation changes, and the most recent HUD notices and guidance, Office of Fair Housing requirements and OMB requirements.
- Review e-mails from HUD representatives (to be provided by the City) relating to the Consolidated Plan process.
- Review the City of Nampa's 2017-2021 Consolidated Plan.
- Review HUD's most recent Consolidated Plan and Annual Action Plan Completeness Checklist for Entitlement Grantees.
- Prepare a timeline for project milestones including proposed community meetings and stakeholder interviews and including deadlines for posting of legal notices and advertisements. This timeline will be made available to the public to explain the process.

II. Needs Assessment

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

- Review of available data reports and documents.
- Presentations at community and public meetings and moderating discussions (including preparing, copying and distributing bilingual handouts/guidebooks and preparation of meeting minutes) to gather community input on the community needs. This will include:
 - i. Public meetings;
 - ii. Neighborhood meetings;
 - iii. Focus group meetings and interviews with community
 1. Meeting times must work for the intended audience and will include multiple evening meetings. The consultant will be responsible for providing translation as necessary.
- Prepare summary of comments, conduct analysis and assess data gathered and develop 5-year priority recommendations incorporating factual data and public input collected to support those recommendations.
- Provide notice to other required organizations.

III. Housing Market Analysis

Per 24 CFR § 91.210 the Housing Market Analysis will include at a minimum:

- Housing stock and availability;
- Affordability of housing including cost avoidance vs savings and Housing + Transportation Affordability Index;
- Social determinants of health, diversity, and inclusion on housing availability;

- Citizen impacts for those that would likely qualify for CDBG funding; this will require direct engagement of residents;
- Data provided at the census tract level;
- Identify gaps in the housing market and provide recommendations; and
 - i. Present findings to:
 1. Community Development Department;
 2. City Council; and
 3. Additional Stakeholders as identified.

IV. Analysis of Impediments to Fair Housing (AI)

- Review the Treasure Valley AI
- Ensure the AI meets the current standards under the 2015 Affirmatively Furthering Fair Housing (AFFH) regulations reinstated by President Biden in 2021
- Update the AI as necessary

V. Preparation of 5-Year Consolidated Plan and PY22 Action Plan

- Develop a draft Consolidated Plan that includes 5-year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements.
- Develop a draft PY22 Action Plan that includes proposed activities, proposed accomplishments and performance measurements using the format of the PY22 Action Plan.
- Prepare submission of the 5-year Consolidated Plan and the PY22 Action Plan through the templates in IDIS.
- Prepare maps to include in the plans (using HUD's CPD maps, as applicable).
- Prepare tables, charts, illustrations and photographs to include in plans.
- Provide interval copies of plan sections to City staff for review and comment before public draft of plan is finalized.
- The Consultant is responsible for submitting 10 stapled black/white copies each of the draft Consolidated Plan and Annual Action Plan for public distribution and one PDF for making copies.
- Present drafts of both documents at an evening public meeting and prepare meeting minutes.

VI. Finalization of the 5 Year Consolidated Plan & 1 Year Action Plan

- Prepare last draft of both the Consolidated Plan and Annual Action Plan, incorporating information received at the public meeting, public comments and comments from the City. Last draft to be reviewed by the City prior to finalization.
- Prepare HUD's Consolidated Plan and Annual Action Plan Completeness Checklist for Entitlement Grantees.

VII. Final Product Consultant Responsibilities (all deliverables will be property of the City and cannot be shared by the Consultant without City permission):

- Submit one bound color copy of the final Consolidated Plan and Annual Action Plan.
- Provide digital copies of the documents in both Word and PDF formats.

- Submit reproducible copies of all maps, graphics, slide presentations, surveys, guidebooks/handouts and photographs to City.
- Finalize and submit the online submission of the Consolidated Plan and Annual Action Plan to HUD using HUD's templates in the eCon Planning Suite must be submitted by the July 31, 2022 deadline.
- Provide all final work products to City.

Proposal Format and Content

Each Proposer shall submit, at a minimum, all of the following information in a format that corresponds with the order of the subheadings listed below:

1) Cover Letter PASS/FAIL

- A cover letter, which briefly states the Proposer's approach to projects described in this RFP. The one to two-page Executive Summary shall include the organization name, address, telephone number, and email of the contact person who will be authorized to make representations for the organization.

2) Approach 45 POINTS

Include a Scope of Work and Project Schedule that demonstrates how the firm will meet the following key events:

- A summary of the approach that will be used to perform the scope of services outline above.
- A proposed work plan with a timeline for each phase of the work plan. The time schedule should include the timeline to achieve the various anticipated development milestones, such as public hearings, community meetings and noticing/publishing dates.
- Prepare a description of the public participation and public consultation program.
- Provide a brief description of the consultant firm's experience using alternative data sources for Needs Assessment and Market Analysis.

3) Qualifications and Personnel 30 POINTS

- Provide an outline of the firm's background, qualifications, and ability to perform the scope of services required. Identify and list any subcontractors proposed for the project.
- Provide a list and/or organizational chart to identify the person(s) who will be primarily responsible for contract with the City.
- Identify all key project personnel, their relationship to the project, relevant qualifications, and experience, and level of effort toward completing all needed tasks. Include a description of specific projects deemed comparable to this request and the specific tasks performed by the project personnel.
- Provide a brief outline of the firm's current workload, staffing and ability to meet the project schedule and deadlines described in the RFP.
- Include a brief explanation of the consultant firm's ability to adhere to a strict timeline, which may be required to meet HUD's deadlines.
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4) Past Work History

15 POINTS

- Identify at least three successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Idaho. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed. Consulting projects currently underway may also be submitted for consideration.

5) Cost Proposal

10 POINTS

- List and discuss each section I through VII under the Scope of Services with cost proposal. Include a breakdown of costs by section. Proposal pricing shall include everything necessary for completion and fulfillment of the contract.

Additional Data

Proposals may include any other information Consultant deems essential to the evaluation of the qualifications and proposal statements. This section is limited to five pages.

Contact Information

All questions regarding this RFP should be directed to Matt Jamison at 500 12th Ave South Nampa, ID 83651 or by email at jamisonm@cityofnampa.us and cortezk@cityofnampa.us .

Standard Proposal Information

Authorized Signature

An individual authorized to bind the Offeror to the provisions of the RFP must sign all proposals.

Responsibility for Preparation Costs

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

Conflict of Interest

Offerors must disclose any instances where the Proposer or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City of Nampa). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Proposer's proposal. The City's determination regarding any questions of conflict of interest is final.

Proposer's Certification

By signature on the proposal, the Proposer certifies that it complies with:

- The laws of the state of Idaho.
- All applicable local, state, and federal laws, codes, and regulations.

- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived at without collusion.
- A condition that the offer will remain open and valid for the period indicated in this solicitation.
- Any condition that the Proposer and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City of Nampa).

If any Proposer fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the contractor in default.

No Contact Policy

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify your proposal from this procurement.

Special Conditions

Special conditions include the following:

Respondents are expected to raise questions, exceptions, or additions they have concerning the RFP document. If a respondent discovers significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, they should immediately notify the above-named individual of such error and request modification or clarification of the RFP document. Failure to complete or provide the information requested in this RFP may result in disqualification by reason of “non-responsiveness.”

All information submitted in response to this RFP shall become the property of the City of Nampa.

This RFP does not commit the City of Nampa to procure or award a contract for the scope of work described herein. The City has sole discretion and reserves the right to reject any and all responses received with respect to this RFP and to cancel the RFP at any time prior to entering into a formal agreement. The City also reserves the right to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP.

The City of Nampa reserves the right to waive any technicalities or irregularities in any proposal.

Responding firms acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City’s acceptance or nonacceptance of the proposal.

The City of Nampa shall determine, at its sole discretion, and provide the release of all public information concerning this RFP process, including selection announcements and contract awards. Those desiring to release information associated with this RFP to the public must receive prior written approval from an authorized representative of the City.

The City shall not be responsible for the accuracy of any information provided as part of this RFP.

All respondents are encouraged to independently verify the accuracy of any information provided. The use of any of this information in the preparation of a response to the RFP is at the sole risk of the respondent.

The respondent shall not collude in any manner or engage in any practices with any other respondent(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

The City of Nampa reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and developer(s) that, in the City's sole discretion, are in the best interests of the City of Nampa, Idaho.

The City reserves the right to:

- a) Amend, modify, or withdraw this RFP.
- b) Revise any requirements under this RFP.
- c) Require supplemental statements of information from any responding party.
- d) Extend the deadline for submission of responses hereto.
- e) Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein.
- f) Waive any nonconformity with this RFP.
- g) Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so.
- h) Request additional information or clarification of information provided in the response without changing the terms of the RFP.
- i) Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Proposer.
- j) Not award a contract as a part of, or result of, this RFP process.

The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

This RFP is a public process. Therefore, information and materials collected under the RFP are public records. The information that is received by City may be subject to disclosure under the Idaho Public Records Act, Title 74, chapter 1. With the potential exception of some credit data, proprietary information or trade secrets (identified as such by the Proposer in the response), it is anticipated that submissions to this RFP will contain little or no material that is exempt from disclosure under the Idaho Public Records Act. Any questions regarding the applicability of the Public Records Law should be addressed by your own legal counsel PRIOR TO SUBMISSION. City will not provide any opinion or guidance on whether or not any information or materials submitted in response to this RFP would be considered exempt from disclosure under Idaho's Public Records Act. Any proprietary or otherwise sensitive information contained in or with any proposals may be subject to potential disclosure.

Accordingly, Proposers should take the following steps with respect to any information believed to be exempt from disclosure or confidential. Proposer SHALL segregate any proprietary information or trade secrets and provide an explanation as to why such information should not be deemed a public record,

citing the applicable portion of the Idaho Public Records Act. On any items submitted with the RFP that the Proposer believes are exempt from disclosure under the Idaho Public Records Act, clearly mark the upper right corner of each page of any such document or material with the word "Exempt". This alone does not mean the document is in fact exempt from disclosure, but City will evaluate any request for exemption and keep the information confidential if permitted by Idaho law.

City's disclosure of documents, or any portion of a document, submitted and marked as exempt from disclosure under the Idaho Public Records Act may depend upon official or judicial determinations, made pursuant to the Idaho Public Records Act. Proposers, by replying to this RFP, agree to release and hold City harmless from any and all liability for disclosing any material or documents included in any proposals submitted to City.