



REQUEST FOR PROPOSALS

**GRANT WRITING, ADMINISTRATION, AND
IMPLEMENTATION OF HOUSING PROGRAMS**

**PROPOSALS MUST BE RECEIVED BY
FRIDAY, DECEMBER 22, 2017 BEFORE 5PM**

**CITY OF LINDSAY
251 E. HONOLULU
LINDSAY, CA. 93247**



REQUEST FOR PROPOSAL

GRANT WRITING, ADMINISTRATION, AND IMPLEMENTATION OF HOUSING PROGRAMS

The City of Lindsay is soliciting proposals from qualified housing consultants and housing consultant firms to enter into a three (3) year agreement to provide services required for:

Grant writing, administration and implementation of the City of Lindsay's Housing Programs including but not limited to: First-Time Homebuyer Program and/or Housing Rehabilitation Program using funds secured through Federal, State, and Local funding sources such as the Community Development Block Grant (CDBG), CalHome Program, HOME Investment Partnership Program (HOME), CDBG Revolving Loan Accounts, HOME Program Income, Redevelopment Funds and any other funding that may become available.

Consultants can submit proposals for all Programs/Services or select any one or more if only interested in one or more program/service areas. Program/Services areas are broken out under Scope of Service as grant writing, administration, first-time homebuyer program implementation, housing rehabilitation program implementation, and loan servicing. Consultants can also submit a proposal to operate programs by any one specific funding source or all funding sources based on proponents preference. Proposals to perform all activities will be given preference; however, proposals to perform any individual or combinations of activities will be considered.

I. Proposed Scope of Services

A. Grant Writing

Consultants will write applications in response to NOFA's released for CDBG, CalHome, HOME, and other possible funding sources as they become available at the direction of the City of Lindsay.

B. Administration

Services requested may include:

1. General grant set-up (guideline preparation, environmental review, and submittal of other required documents as required by funding source);
2. Technical assistance necessary to implement and administer all Grant Agreements;
3. Report at least quarterly to the City of Lindsay on progress and performance in relation to budget and scheduled milestones included in City of Lindsay's Grant Agreements or approved amendments;
4. Prepare and submit all required reports and cash request as outlined in Grant Agreements;
5. Prepare and maintain public information binders as required; and
6. Prepare and retain all pertinent records and documents sufficient to reflect all charges submitted. Retain such records and documents for a period of up to three (3) years.

C. First-Time Homebuyer Program – Implementation

Provider shall assist eligible residents in the purchase of homes in accordance with program guidelines adopted by the City of Lindsay and milestones established by the funding source, through the following activities:

1. Provide promotional services to inform potentially eligible applicants;
2. Determine eligibility of applicants; and
3. Inspect the prospective units and determine eligibility and acceptability of properties selected by applicants.
4. Prepare loan documents on qualified applicants and submit completed loan document package to City of Lindsay for approval in conformance with program guidelines;
5. Prepare all loan closing documents and ensure proper closing; and
6. Transfer participant files to City of Lindsay or contracted loan servicing agent at completion of each file closeout.

D. Rehabilitation Program - Implementation

Housing rehabilitation shall be effected in accordance with project guidelines adopted by the City of Lindsay's milestones established by the funding source, through the following activities:

1. Provide promotional services to inform potentially eligible applicants;
2. Determine participant eligibility;
3. Prepare loan/grant documents on qualified applicants and submit completed loan document package to City for approval in conformance with program guidelines; process approved loans/grants to closing;

4. Recommend type of work to be performed and prepare work write-up and necessary plans to accomplish that work;
5. Assist owners to obtain bids from and select qualified contractors to perform authorized work;
6. Monitor the work of authorized contractors and subcontractors; and
7. Assist owners to secure labor and material repairs from contractor responsible for construction defects for one year from date of final approval by the City Building Department;
8. Transfer participant files to City of Lindsay or contracted loan servicing agent at completion of each file closeout.

E. Budgets

1. Administration – The City of Lindsay will budget up to the maximum percentage available for administration as permitted by funding source.
2. Activity Delivery – The City of Lindsay will budget up to the maximum percentage available per activity as permitted by funding source.
3. Actual budgets and tasks will be negotiated after the service provider has been selected, based on grants awarded.

II. Proposal Requirements

A. Summary of Firm's Qualifications:

1. Briefly relate history and purpose of firm.
2. State firm's policy regarding affirmative action. Service provider will be required to comply with Executive Order 11246 (see Attachment A).
3. Indicate if firm is a small business and/or minority or woman-owned business.
4. Describe background in grant writing and successful track record.
5. Describe experience managing CDBG, HOME and/or CalHome grants.
6. Describe experience determining income and property eligibility, as well as, processing loans.
7. Describe construction experience, if any. Include contractor's license number and certify that license is in good standing.
8. Describe experience managing a loan portfolio.
9. State overall qualifications and duties, and availability, of project staff to be assigned to this contract.

B. Grant Implementation and Administration Experience:

1. Describe firm's related experience.
2. Describe past performance that demonstrates ability to complete the work in a timely and cost efficient manner.
3. Describe how the firm will implement and operate the program(s), responding to the various work tasks identified above.
4. Describe proposed project management and firm's record keeping systems. Include samples of reports.
5. Attach list of jurisdictions where provider has contracted to implement and/or administer Federal, State and/or Local housing programs and/or managing a loan portfolio.

- C. State the amount firm proposes to charge for grant writing, general administration and activity delivery for each grant.
- D. Statement that firm will provide a Certificate of Insurance for general liability in the amount of not less than \$1,000,000, if selected.

III. Selection Process

The relevant experience of each consultant will be evaluated as it relates to the Scope of Services. City of Lindsay loan committee staff will review the responses to the Request for Proposals and will make a recommendation to the City Council. Proposals will be ranked based on an assessment of the provider’s resources, capacity, experience and past performance in administrating, implementing and operating California CDBG, HOME and CalHome first-time homebuyer and housing rehabilitation programs, not only on price. Each proposal will be ranked separately to ensure fair competition.

Proposals will be evaluated based on the criteria and scoring systems shown below:

Category	Max. Points
Completeness and thoroughness of proposal and how it relates to meeting the objectives in the RFP	30
Experience and qualifications for Grant Writing, Grant Administration, First-Time Homebuyer-Implementation, and Housing Rehabilitation-Implementation	20
Reference and track record	15
Staffing/Resources to perform work	15
Knowledge of the City of Lindsay	10
Reasonableness of cost	10
TOTAL	100

IV. Conflict Resolution

Prior to presenting its recommendation to the City Council staff shall notify each consultant, who has submitted a response, of the City of Lindsay intended recommendation. A consultant who is not being recommended may file a written protest with the City of Lindsay stating the reason(s) for the protest. If the protestor and the City cannot resolve the conflict, the protestor may request to be heard by the City Council at the time the recommended award is being considered.

V. Contract Requirements

Federal Procurement standards mandate that the selected consultant adhere to all Federal statues and executive orders and their implementing regulations. (see Attachment B & C).

VI. Award of Contract

The City Council will make the final decision and award the contract. The City of Lindsay reserves the right to reject any and all proposals submitted, to request clarification or additional information from competitors, and to waive any irregularity in the proposal as long as City procedures remain consistent with CDBG and HOME procurement procedures. Formal interviews may be conducted.

The City also reserves the right to award a contract to the firm that presents the proposal which, in the sole judgment of the City, best demonstrates the expertise desired by the City. This Request for Proposal does not represent a commitment on the part of the City to award a contract.

The City of Lindsay shall not be liable for any pre-contractual expenses incurred by the proposer of selected contractor or contractors. The City of Lindsay shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

VII. Submission of Proposal

Proposals will be accepted by mail or email by **5PM on Friday, December 22, 2017**.

Mailed Proposal: One (1) hard copy of the proposal should be mailed to 251 E. Honolulu, Lindsay, CA 93247, with attention to Bret Harmon.

Emailed Proposal: A single PDF file of the proposals should be sent to bharmon@lindsay.ca.us. Only print materials, formatted for 8½ x 11 paper size, can be submitted by email.

Questions regarding this Request for Proposal may be directed to Bret Harmon at 559-562-7102 x8020. City of Lindsay – 251 E. Honolulu, Lindsay, CA 93247

VIII. Schedule

Event	Date
RFP Released to Public	November 16, 2017
RFP Responses Due	December 22, 2017
City Review	December 27, 2017
Interviews (If Necessary)	January 2, 2018
Presented to Council for Approval	January 9, 2018
Contract Begins	January 12, 2018

**Small, minority and female-owned businesses are encouraged to apply.
The City of Lindsay is an Equal Opportunity provider.**

Attachment A

NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (EXECUTIVE ORDER 11246)

1. The Offeror or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in the percentage terms for the Contractor's aggregate work force in each trade on all construction work in the covered areas, are as follows:

TIMETABLES: April 1, 1981, until further notice

GOALS FOR MINORITY

PARTICIPATION IN EACH TRADE: 23.6%

GOALS FOR FEMALE

PARTICIPATION IN EACH TRADE: 6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is federally or nonfederally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and nonfederally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform through the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs, U.S. Department of Labor, within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontract; or estimated starting and completion dates of subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is: The City of Lindsay, County of Tulare, State of California.