

REQUEST FOR PROPOSALS
HOUSING PROGRAM CONSULTING SERVICES

The City of Red Bluff is requesting proposals from qualified housing consultants and housing consulting firms to provide various housing related services including: grant writing, application preparation, implementations, grant administration, and portfolio management related to the City's participation in various Housing Programs offered through State and local agencies such as, but not limited to: the State of California HOME program; Community Development Block Grant (CDBG) Program; preparation of program guidelines for use of program income; housing rehabilitation and housing conditions surveys; and other housing related actions and activities over the term of the contract.

Proposal and Submittal Requirements

Responses to the RFP are to include the following information:

1. Proposals

A. A brief history and summary of your firm's qualifications, including a statement of your firm's policy regarding affirmative action, and indication if your firm is a small business and / or minority or woman owned business.

B. The experience of your firm as it pertains to:

- HOME grant application, implementation, and grant administration
- CDBG grant application, implementation, and grant administration
- Housing Element updates and housing financing programs
- Program Income (PI) and its reuse
- Loan Portfolio Management, including Long-Term Monitoring of low income housing facilities
- Grants for which your firm prepared applications, conducted the work, and provided grant administration along with a short description of the work
- Provide the name and telephone number for a minimum of three references for work performed

2. Proposed Scope of Work

A discussion of the general tasks and timeline your firm proposes to carry out the requested services. (The consultant will be expected to work with the City to finalize the specific tasks to be included in the grant management process).

3. Project Personnel and their availability

Resumes of the key personnel from your firm who would be assigned to perform the services described and their availability.

4. Cost of proposed services

Cost estimates for Loan Portfolio Monitoring and Management, including Long-term monitoring of three housing complexes.

The City of Red Bluff is an Equal Opportunity Provider

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal and review as long as City procedures remain consistent with State Department of Housing and Community Development (HCD) procurement requirements.

Requested Scope of Work

The scope of work includes ongoing services to the City with HOME, CDBG and other housing programs for a five-year period on an as needed basis. It may include (1) management of the City's participation in the HOME and CDBG programs; (2) preparation of a CDBG General Allocation application for housing rehabilitation, public works, other eligible activities, implementing and administering that grant, if awarded; (3) preparation of a Planning/Technical Assistance Allocation application; (4) preparation of other reports and studies as may be necessary; (5) preparation of guidelines for program income and program monitoring; (6) advising the City of the availability of additional sources of funds; and (7) Portfolio implementation and management.

Selection Process

The City of Red Bluff staff will review the proposals and may recommend a consultant to the City of Red Bluff Council based on the following selection criteria:

1. General firm and/or individual experience
2. Specific grant application, implementation and administration
3. Knowledge of the County of Tehama/City of Red Bluff
4. Capacity to perform the Scope of Work
5. Staff availability
6. Ability to complete projects in a timely manner, based on past performance

The City may ask additional questions of persons responding to the Request for Proposal after written proposals have been evaluated. The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal and review process, as long as City procedures remain consistent with CDBG/HOME procurement requirements. The City may select consultants based upon written submittals only.

Interested parties shall submit three (3) copies of the response to the Request for Proposal to be received no later than 3 p.m. June 5, 2018, addressed to:

City of Red Bluff Loan Committee
555 Washington St.
Red Bluff, CA 96080

Questions about this Request for Proposals should be directed to:

Sandy Ryan, Finance Director
City of Red Bluff
555 Washington Street
Red Bluff, California 96080
Phone: (530) 527-2605 extension 3050
Email: sryan@cityofredbluff.org

The City of Red Bluff is an Equal Opportunity Provider