



CITY OF GLENDALE

REQUEST FOR PROPOSAL

SOLICITATION NUMBER: 14-03
DESCRIPTION: CONSOLIDATED FIVE YEAR PLAN
OFFER DUE DATE AND TIME: SEPTEMBER 5, 2014 AT 2:00 P.M. LOCAL TIME

Offers for the materials or services specified will be received by the City of Glendale, Community Revitalization at the below specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each offeror will be publicly read.

Offer Opening and Submittal Location: City of Glendale
Attn: Community Revitalization
5850 W. Glendale Avenue, Suite 170
Glendale, Arizona 85301-2599

Offers must be in the actual possession of Community Revitalization on or prior to the time and date, and at the location indicated above. Late offers will not be considered. Offers must be submitted in a sealed envelope with the Solicitation Number and the offeror's name and address clearly indicated on the envelope. **See Paragraph 2.2 for additional instructions for preparing an offer.**

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

For questions regarding
General Terms and Conditions contact:
Mona Francis/Gilbert Lopez
Revitalization Grants Supervisor
(623) 930-3678
mfrancis@glendaleaz.com

For questions regarding
Scope or Specifications contact:
Mona Francis
Revitalization Grants Supervisor
(623) 930-3678

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SECTION ONE
SPECIFICATIONS

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1.1 INTRODUCTION

1.1.1 The City of Glendale invites sealed proposals from experienced firms to prepare the City's Consolidated Five Year Plan (Five Year Plan) for five fiscal years from 2015-16 through 2015-20. As adopted by the City Council and approved by the U.S. Department of Housing and Urban Development (HUD), the Five Year Plan will set forth the City's policies, programs, and measureable for expenditure of various federal grants that the City receives.

1.2 GRANTS

1.2.1 Grants currently received by the City, and the amounts received for the City's current fiscal year, are as follows:

Community Development Block Grant (CDBG)	\$ 2,080,497
HOME Investments Partnership Program (HOME)	\$ 512,309
Emergency Solutions Grant Program	\$ 169,835

1.3 GENERAL REQUIREMENTS

1.3.1 In addition to preparation of the Five Year Plan, the Consultant, as an option, will prepare the first year of the Annual Action Plan. The Annual Action Plan shall be prepared in conjunction with the new Five Year Plan, and is to be included in offeror bids for its preparation.

1.3.2 The Consultant may be requested to provide hourly consulting services to the City on matters relating to its federal grants outside the scope of this RFP.

1.3.3 The City is requiring that costs for certain items such as reproduction be presented as separate line items. The City wishes to evaluate the relative cost effectiveness of performing such tasks itself and may not include them in the selected Consultant's contract. Offers that do not include distinguishable proposed costs for such items may be considered nonresponsive.

1.4 CONSOLIDATED FIVE YEAR PLAN

1.4.1 The Consultant shall organize and prepare the Five Year Plan utilizing the eCon Suite in a manner fully compliant with federal guidelines as found in the Code of Federal Regulations (CFR) at 24 CFR Part 91 and any changes or revisions therein. It will be grammatically correct and free of spelling errors. All elements of the City's current Five Year Plan will need to be reviewed and revised to meet the City's current needs.

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- 1.4.2 The Consultant shall perform the following tasks and address the costs associated as follows:
- 1.4.3 Onsite Staff Meetings. Anticipate ten, one to two hour onsite meetings with staff. The selected Consultant shall be paid only for the onsite meetings that actually occur.
- 1.4.4 Design, Marketing, Distribution and Collection of a Survey Instrument. This instrument will solicit public input on City needs that can be addressed with federal grant funds. With the exception of several open-ended questions that will need to be analyzed manually, the instrument should be machine-readable.
- 1.4.5 Data Collection Survey. Provide a survey that addresses Community needs, which target specific groups. Also include an example of the method used in other communities, along with an example of the survey.
- 1.4.6 Analysis of the Collected Surveys. Offerors shall distribute surveys by mail or at community meetings and receive responses organized into a Microsoft Excel spreadsheet. In addition to the machine readable responses, there will also be comments to open-ended questions.
- 1.4.7 Statistical Data Collection and Analysis. Using the most current, reliable and reasonably available federal, state and local data sources, locate, collect and analyze all demographic, economic and other data necessary to prepare the Five Year Plan.
- 1.4.8 Prepare, Organize, Market, and Facilitate Four Community Meetings. Two meetings will be aimed at the general public. One of these will be held on a weekday evening and one on a weekend. The third meeting will solicit community service agency comments, and will be held during normal business hours. The fourth meeting will be coordinated with the Continuum of Care to address the needs of homeless persons. Required tasks include but are not limited to, preparation, identifying and securing appropriate venues, preparing and distributing flyers or using other means of marketing the meetings, providing for simultaneous translations in Spanish, refreshments, and onsite childcare. Attendance and facilitation at all three meetings is mandatory for the selected Consultant. Anticipate a minimum of two to three hours for each community meeting.

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- 1.4.9 Study Session Preparation and Presentation. Prepare and present appropriate materials for a study session with the Community Development Advisory Committee on the Five Year Plan. A modified version will also be presented at the community meetings. Anticipate a minimum of one to two hour attendance time.
- 1.4.10 Public Notices. Prepare and publish public notices, in accordance with HUD regulations, announcing commencement of the 30-day public comment period for the draft Five Year Plan. The notice is to be published in English and Spanish. This publication may be performed by the City or by the Consultant depending on cost and the City's preference.
- 1.4.11 Public Hearing Attendance. Attend the public hearing, respond to all questions, and take notes on all public comments for inclusion in the final document. The above-referenced study session may or may not be held at the same meeting where the public hearing is held. Anticipate a minimum two hours attendance.
- 1.4.12 Preparation and Reproduction of Final Draft Five Year Plan. Revise the Five Year Plan as necessary, and prepare approximately twenty-five copies for distribution. The copies are to be delivered to staff no more than one week after the public hearing. Offerors must submit a separate bid on reproduction.
- 1.4.13 Response to HUD. Respond to all questions, concerns and requests for modification received from HUD. The Consultant will prepare and deliver to HUD appropriate responses to questions and concerns from HUD, and will make all modifications to the Five Year Plan as required by HUD.
- 1.4.14 Preparation, Reproduction of Final Document. Revise the final draft so as to reflect any changes made by City Council and/or HUD. Prepare approximately 25 copies of the final document for distribution to HUD, the general public, and staff. Provide the City with an electronic file of the complete document formatted in Adobe PDF. Offerors must submit a separate bid for reproduction.
- 1.4.15 Input information into the eCon Planning Suite using IDIS as required by Housing & Urban Development (HUD).

1.5 ANNUAL PLAN

- 1.5.1 Final Annual Plan Preparation and Reproduction. Prepare a final of the Annual Plan. Prior to public distribution, two draft versions will be circulated to City staff for review and changes. The timeline will be established at the beginning of the process. After the revisions are completed, provide staff with approximately 25 additional copies two weeks before the public hearing.

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- 1.5.2 Preparation and Reproduction of Final Draft Annual Plan. Revise the draft Annual Plan as necessary, and prepare approximately 25 copies for distribution to City Council, the general public and staff. Copies are to be delivered to staff no more than one week after the public hearing. Offerors must submit a separate bid for reproduction.
- 1.5.3 Response to HUD. Response to all questions, concerns and requests for modification received from HUD. The Consultant will prepare and deliver to HUD appropriate responses to questions and concerns from HUD, and will make all modifications to the document as required by HUD.
- 1.5.4 Preparation, Reproduction of the Final Document. Revise the final draft so as to reflect any changes made by City Council and/or HUD. Provide the City with an electronic file of the complete document formatted in Adobe PDF. Prepare 25 copies of the revised final document for distribution to the general public and to staff. Offerors must submit a separate bid for reproduction.

1.6 SUBMITTAL REQUIREMENTS

- 1.6.1 SUMMARY OF FIRM AND STAFF. Describe the offeror's resources, capabilities, and the number of years in business. Provide resumes of all personnel who will perform work under this Agreement. Indicate the number of years they have had in preparing a Five Year Consolidated Plan and Annual Action Plan. Provide the names, titles, experience and job duties of all subcontractors and the amount of time they will dedicate to the project. Present experience with HUD currently used systems, including but not limited to IDIS, DRGR and the new eCon Planning Suite required by Housing & Urban Development.
- 1.6.2 PROJECT WORK PLAN AND SCHEDULE. Offerors shall prepare a project work plan and schedule. The work plan and schedule will describe the Consultant's understanding of the key elements of the proposed project and a brief description of your approach to the project and the key objectives. Include a schedule showing the time required for completion of the scope of work. The schedule should reflect the major project milestones and lists of tasks to be completed by members of the consultant team. The City schedule assumes that the contract would be considered by City Council on January 9, 2015, with the Consultant kickoff meeting to follow shortly thereafter. The project schedule is to incorporate key milestones such as community workshops, a 30-day public comment period, public hearings, and projected deadline for submission to HUD.
- 1.6.3 COST. Please complete a cost proposal with all necessary details. The cost shall include a total price for the project with a breakdown by task as identified in Sections 1.4 and 1.5. Identify the fees and the number of hours per consultant team member and work products. Include billing rates for each consultant team member and respective hours to

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be devoted to tasks. The fee schedule must clearly state the assumptions that have been factored into the overall proposal regarding the level of City staff participation in the scope of work, technical or coordinating assistance required, and any other factors bearing on the amount of resources required from the City to execute the defined scope of work. The City reserves the right to exclude any task that may be more effectively addressed by City staff. In addition to labor costs, costs for deliverables and other non-labor items (i.e., mileage, etc.) should be factored into the overall fee.

- 1.6.4 REFERENCES. Provide a minimum of three references for which Offeror has prepared a Five Year Consolidated Plan and Annual Action Plan. Include the name of the organization, jurisdiction, City or County, name and telephone number of contact person, description of service provided, date and amount of contract.
- 1.6.5 SAMPLE WORK DOCUMENTS. Provide three sample work documents which include Five Year Consolidated Plans or Annual Action Plans. At least one of the three samples must be a HUD-approved Five Year Plan.

SECTION TWO
SPECIAL TERMS AND CONDITIONS

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2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Scope/Specifications, terms and conditions, general instructions and conditions, and any attachments. The Standard Terms and Conditions applicable to this solicitation are posted on the Internet. They are available for review and download at the City of Glendale Community Revitaliation Internet home page:

www.glendaleaz.com/communitypartnerships/communityrevitalization.cfm.

Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER One CD-ROM containing the entire solicitation, contractor's response to solicitation (Offer) and an originally signed "Offer Sheet" (Section 3.0). With exception to the signed Offer Sheet, no paper documents will be accepted. Response to the solicitation shall be in MS Word, Excel, PowerPoint and/or PDF format. Offers submitted in a format (paper or electronic) different from specified herein, may be rejected at the discretion of the City. If the offeror does not have this capability, companies such as Kinkos or Alphagraphics can provide this service at a nominal charge.

The offeror shall complete all sections of the solicitation in the format given (i.e., Offer Sheet, Price Sheet, Questionnaires) in the space provided. If additional space is needed than what is given, enter "See Attachment A for detail".

Submittal of the CD-ROM by the offeror in response to this solicitation shall be construed as the offeror's intent to be bound by any resultant contract.

2.3 PREPARATION OF OFFER PACKAGE The offeror shall submit a complete proposal on a CD as one file folder. The folder shall be identified as "RFP 14-03 – 'Name of Offeror.'" (For example: RFP 14-03 – ABC Company.) In order for your response to receive a full and complete evaluation from the evaluation committee, please label your files in the following manner. Failure to include all the items may result in an offer being rejected.

The file folder shall include the following files or documents and be identified in the following manner:

- RFP # 14-03 – "Name of Offeror" – Offer Sheet Section 3.1
- RFP # 14-03 – "Name of Offeror" – Specifications Section 1.6.1
- RFP # 14-03 – "Name of Offeror" – Specifications Section 1.6.2
- RFP # 14-03 – "Name of Offeror" – Specifications Section 1.6.3
- RFP # 14-03 – "Name of Offeror" – Specifications Section 1.6.4
- RFP # 14-03 – "Name of Offeror" – Specifications Section 1.6.5

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2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

2.5 EVALUATION CRITERIA The criteria is listed in order of relative importance.

2.5.1 CAPABILITIES OF FIRM AND STAFF – 30%

See Section 1.6.1

2.5.2 PROJECT UNDERSTANDING AND APPROACH – 30%

See Section 1.6.2 and 1.6.5

2.5.3 COST – 40%

See Section 1.6.3

2.6 EVALUATION PANEL Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.

2.7 PANEL CONTACT Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.

2.8 PRICE All prices quoted shall be firm and fixed for the specified contract period.

2.9 FREE ON BOARD (FOB) POINT Prices quoted shall be FOB destination to: City of Glendale, AZ

2.10 EVALUATION LITERATURE Proposals submitted for products considered by the seller to be equal to or better than the brand names or manufacturer's catalog references specified herein, must be submitted with technical literature and/or detailed product brochures with written statements if the literature or brochure is not specific as to the specification for the City's use to evaluate the product(s) offered. Proposals submitted without this product information may be considered as non-responsive and rejected.

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2.11 INSURANCE Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Works' Compensation, or other applicable insurance coverage for itself and its employees and the City shall have no responsibility of liability for such insurance coverage.

Contractor shall provide to the City of Glendale a copy of the policy or a certification by the insurance carrier, showing the contractor to have in effect during the term of this contract, a General Liability Insurance policy, which shall be the primary coverage for Contractor activities under this contract. The coverage limits of such insurance shall not be less than those listed below.

The insurance company issuing the policy required above shall have an "BB" financial rating, or better, in the current edition of Standard & Poors Insurance Guide and be authorized by the State of Arizona, Department of Insurance to transact business within the State. **The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor.**

The City reserves the right to terminate any contractor agreement if the contractor fails to maintain such insurance coverage.

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts; a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City.

Certification to be submitted to: Community Revitalization, 5850 W. Glendale Ave., Suite 107, Glendale, Arizona 85301-2599.

<u>Type of Insurance</u> <u>(Minimum)</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Contractor(s) Protective Bodily Injury	\$1,000,000 each occurrence
Contractor(s) Protective Property damage	\$500,000 each accident
Contractual Bodily Injury	\$500,000 aggregate
Contractual property damage	\$1,000,000 each occurrence
Contractual property damage	\$500,000 each accident
Contractual property damage	\$500,000 aggregate
Automobile bodily injury & property damage	\$1,000,000 each occurrence

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2.12 WORKER'S COMPENSATION Contractor shall be in full compliance with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all rules and regulations of the Industrial Commission of Arizona made in pursuance thereof. Contractor shall secure payment of compensation to employees by insuring the payment of such compensation with the State Compensation Fund or any insurance company authorized by the Insurance Department of Arizona to transact business in the State of Arizona.

Contractor further agrees that he shall require any and all sub-contractors performing work under the agreement to comply with said Worker's Compensation Law. It is expressly understood and agreed that all persons employed directly or indirectly by the Contractor, or any of his sub-contractors, shall be considered the employees of such Contractor, or his sub-contractor(s), and not the employees of the City of Glendale.

2.13 NOTICE OF INTENT TO AWARD Information about the recommended award for this solicitation will be posted on the Internet. The information will be available for review on the City of Glendale Community Revitalization Internet home page at: www.glendaleaz.com/communitypartnerships/communityrevitalization.cfm immediately after the City has completed its evaluation process of the offers received. If you have any questions, or would like further information about an intended award, contact the buyer immediately. Any protest must be submitted to Community Revitalization no later than seven (7) calendar days from the date of posting on the Internet.

2.14 COOPERATIVE USE OF CONTRACT This agreement may be extended for use by other governmental agencies and political subdivisions of the State including all members of SAVE (Strategic Alliance for Volume Expenditures). Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members click on the following link: <http://www.maricopa.gov/materials/SAVE/SAVE-members.PDF>

**SECTION THREE
OFFER SHEET**

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NOTE: In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

3.1 OFFER Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Authorized Signature	Company's Legal Name
Printed Name	Address
Title	City, State & Zip Code
Telephone Number	FAX Number
Authorized Signature E-mail Address	Company E-mail Address

For questions regarding this offer: (If different from above)

Contact Name	Phone Number	Fax Number
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Email Address _____

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____ Tax Rate _____

Proposer certifies it is a: Proprietorship ____ Partnership ____ Corporation ____

Minority or woman owned business: Yes ____ No ____ DUNS # _____