



Town of Apple Valley

REQUEST FOR PROPOSALS

for

Administrative Support Services for HUD-Funded Programs

Issuance Date: June 7, 2017

The Town of Apple Valley seeks proposals from qualified firms to assist with implementation and administration of its federal Community Development Block Grant (CDBG) and HOME Programs.

Proposal Due by June 21, 2017, 10:00 a.m. to:

Orlando Acevedo
Assistant Director, Economic Development and Housing
Attn: Housing Administrative Services
Town of Apple Valley
14955 Dale Evans Parkway
Apple Valley, CA 92307

Please email questions to: Orlando Acevedo, oacevedo@applevalley.org

I. Introduction

The Town of Apple Valley is seeking proposals from qualified firms and individuals to provide administrative staffing support services and technical assistance for its Community Development Block Grant (CDBG) and HOME Programs.

II. Background

The Town is a suburban/semi-rural residential community located in the Victor Valley portion of the Inland Empire North along the Interstate 15 freeway. Incorporated in 1988, Apple Valley encompasses approximately 78 square miles within its incorporated boundaries, with a sphere of influence encompassing 200 square miles. The Town has experienced rapid growth over the past two decades, from a population of 16,748 in 1980 to a current estimated population of 74,000 residents.

III. Purpose

The Town provides "A Better Way of Life" for its residents and businesses. Historically a bedroom community, the Town is proud of its semi-rural community, with larger lots and well-maintained single-family neighborhoods. However, it is recognized that some single-family homeowners have fewer resources to maintain their residences because of income limitations or other issues. Moreover, the Town partners with local nonprofits to provide social services to low-income and protected-class residents. With a large commuter population—more than 80,000 regional residents commute out-of-area each day to their place of employment—economic development programs and job creation efforts are a primary focus of Town residents and leaders.

As a HUD entitlement jurisdiction, the Town receives an annual allocation of approximately \$559,270 in CDBG funding and \$538,365 in HOME funding as a member of Apple Valley and Victorville HOME Consortium. These funds are used primarily for public works improvements, economic development and jobs programs, housing and ADA rehabilitation, and social service programs.

The Town's CDBG and HOME allocations have been declining over the past several years, causing a streamlining of the Housing Division's staffing resources and services rendered.

IV. Scope of Services

The Town is requesting proposals for professional services to help administer its HUD-funded programs during the remainder of Fiscal Year 2017-18. This contract will be for one year with the option to renew for an additional two years upon successful completion of the first-year contract.

The Town is seeking a consultant that is experienced in managing housing programs, is knowledgeable in the use, requirements, and processing of HUD funds, will be professional in representing the Town with federal, state and local representatives, including sub-recipients, homeowners and contractors, will provide the time and attention necessary to complete work tasks in a timely manner, will assign a staff member to have regular office hours in Town Hall, and will meet with Town staff regularly to provide project updates.

The Town will provide a desk, telephone and computer, and typical office supplies to the consultant during their work at Town Hall. Any materials and supplies used at the consultant's main office is the

responsibility of the consultant. Automobile use for work in Apple Valley, including travel to and from job sites, is also the responsibility of the consultant.

The Scope of Work shall include, but not limited to, the following items:

- Proved technical assistance for the administration and implementation of the Town's CDBG and HOME programs, including the Residential Rehabilitation Loan Program and Down-Payment Assistance Program, processing of applications, eligibility determination, bid processing (coordination, bid acceptance, license and insurance verification); prepare grant documents and process grant closing, completion of HUD required environmental reviews and assessments, handle program inquiries/questions from residents, contractors and the public; manage the rehabilitation work, property inspection and work specifications and write-up and itemized cost estimates; construction management, (inspections, progress payments, lien releases); monitor lead-based paint and asbestos risk assessment inspections and clearances; fund disbursements, manage multiple technical contracts relating to program delivery; ensure contract compliance and expeditious expenditure of funds by contractors;
- Prepare and coordinate project descriptions, budgets, agreements, amendments, reimbursements, and performance monitoring with nonprofit sub-recipients;
- Coordinate with Town staff to gather all necessary documentation for monitoring and audit preparation; coordinate program activities with other federal, state or local agencies;
- Prepare and complete HUD reports and documents, including CAPER and Annual Action Plan in conformance with Town's Community Participation Plan and HUD requirements;
- Provide financial management assistance, accounting for disbursements, provide quarterly reports of accomplishments, recordkeeping and maintenance of files, related services as needed;
- Ensure compliance with all applicable federal, state, and local laws, rules, regulations, and policies; provide Davis-Bacon (prevailing wages) and monitoring for construction projects; develop procedures for implementation, administration, and evaluation of plans and programs; and measures and reports progress; assist internal staff or external contractors who conduct on-site, in-depth reviews of contracts for compliance with federal and state regulations and requirements; verifies the submittal of a charge to program costs under all applicable conditions of the grant award; prepare reviews, and/or responds to monitoring reports by either internal staff or external contractors which address non-compliance of findings, required corrective actions and recommendations for all contracts reviewed; prepare reports including monthly summaries and provides an analysis of questions on costs reports; coordinate the development and implementation of the program; design of programs, performance measures, preparation of periodic reports and utilization of HUD's electronic system.

V. Submission Requirements

The proposal shall clearly address all the information requested herein. To be able to uniformly review the proposals and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below:

- a. Cover Letter: including the name, address, telephone number, and email address of the consulting firm and of primary contact person;
- b. Company Profile: Names of the firm's management team and its experience and qualifications in providing the requested services (including previous experience with CDBG and HOME programs and projects for other similarly-sized jurisdictions);
- c. Assigned Personnel: Description of the professional qualifications of the personnel who will be assigned to work in the Town. While the consultant may propose any staffing scenario to effectively perform the services, the proposal shall identify the total number of key personnel who will be assigned to perform the services and how, where, and when those services will be provided. Include assigned personnel's previous experience with CDBG and HOME programs and projects for other similarly-sized jurisdictions. Include resumes as exhibit in addition to Proposal of key staff on the project team who will be directly involved in the project. Staff resumes should focus on individuals who will have primary responsibility for performance of the work with less emphasis on firm principals unless firm principals will be directly involved in project implementation;
- d. Overview and Approach: The firm's approach to delivering the scope of services. Summary of services to be provided and a workplan describing activities to be performed;
- e. Proposed Costs: including personnel, equipment and supplies, administrative overhead, and any other additional costs. Cost and payment schedule, including method for calculating total cost estimate and any other projected costs. The fee quoted shall be on a 'not-to-exceed' basis, including hourly rates for project personnel;
- f. References: A reference list, including the names of jurisdictions, contact persons, and telephone numbers that your firm has provided CDBG and HOME administrative services for in the recent past;
- g. List or sample of successful work product/portfolio (permitted as separate exhibit);
- h. Any additional information firm views as applicable to the evaluation of its proposal, such as any special services or a customer service philosophy that defines the firm's practices;
- i. Certificate of Insurance: a statement of the company's willingness and ability to submit proof of insurance coverage as typically required by a municipal agency.

VI. Evaluation and Selection Criteria

The selection of a consultant will be handled within strict and aggressive time constraints. Upon receipt of RFP submittals, a selection panel will evaluate each proposal. The Town may invite one or more respondents for a follow-up interview based upon the quality of the proposal submission. All responsive proposals will be evaluated and scored in accordance with adopted evaluation criteria by the selection panel.

Depending upon the number of responsive proposals received, the selection panel will, as appropriate, recommend the top-scoring respondent to the Town Council. In the sole discretion of the selection panel, respondents rated #2 and #3 may be submitted to the Town Council in the event the Town Council selects respondent #1 and the Town and respondent #1 are unable to consummate negotiations by executing an appropriate agreement. The Town Council reserves the right to enter an agreement with the top-scoring respondent, or may determine not to enter an agreement. The decision of the Town Council is final.

Proposals will be ranked based primarily upon the following criteria (not necessarily in order of priority):

- Overall experience of firm with CDBG and HOME programs and projects
- Experience and qualifications of assigned personnel with CDBG and HOME programs
- Understanding and approach to the project
- Reference/background checks
- Depth of resources required to perform services
- Overall experience of firm with Town's HUD programs, projects and plans.
- Project Cost

These Criteria should not be construed to limit other considerations which may become apparent during the review and selection of proposal process.

VII. Town Discretion and Authority to Withdraw, Non-Liability Waivers

The Town reserves the right to reject all proposals and waive any irregularities or informalities in the RFP process. The Town further reserves the right to award the contract to other than the lowest, responsible proposer if such action is deemed to be in the best interest of the Town. This solicitation of proposals should not be construed as a contract of any kind.

The Town is not liable for any cost expense incurred by any firm or consultant in the preparation and/or submittal of a proposal in response to this RFP. Since the program is funded by HUD funds, the selected firm or consultant must comply with all federal laws, regulations, and requirements.

The information in this RFP is intended to provide general information regarding the need for services. This information is not intended or warranted to be a complete statement of all the information respondents may be required to ultimately submit.

The Town reserves the right to select any number of qualified finalists. In addition, the Town reserves the right to issue written notice to all participants of any changes in the proposal submission process and schedule, should the Town determine, at its sole and absolute discretion, that such changes are necessary.

The respondent, by submitting a proposal, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP.

VIII. Indemnification and Hold Harmless

The selected consultant will agree to protect, defend, indemnify and hold harmless the Town, its officers, directors, agents, employees, servants, and volunteers free and harmless from any and all liability, claims, judgments, costs and demands, including demands arising from injuries or death of persons (including employees of the Town and the supplier) and damage to property, directly or indirectly out of the

obligations herein undertaken or out of the operations conducted by the supplier, its employees, agents, representatives or subcontractors under or in connection with this contract.

IX. Project Tentative Timetable

The tentative schedule for selecting a consultant and approving a professional services agreement is outlined below:

Release RFP	June 7, 2017
Proposal Due Date	June 21 – 10:00 a.m.
Consultant Interviews (if necessary)	June 28
Council Approval	July 11
Agreement Negotiation	July 12-14
Commence Work	August 1, 2017

X. Proposal Submission

Interested consultants must submit a signed cover letter with three (3) hard copies of the proposal and one electronic file containing all data in pdf form via email. All submittals are due no later than 10:00 a.m. on Wednesday, June 21, 2017. Late submittals will not be accepted. The Town, following review of the initial submission, may request additional information.

Submittals and questions should be addressed to:

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