



Request for Proposals (RFP) for Technical Assistance U.S. Department of Housing and Urban Development Programs

Section 1 – Introduction and Project Overview

The City of Mobile, Alabama’s Community and Housing Development (CHD) Department is seeking professional consulting services consisting of technical assistance primarily in the areas of asset management, monitoring, and compliance. The CHD Department administers federal funds that the City receives from the U.S. Department of Housing and Urban Development (HUD) for the following three programs: (1) Community Development Block Grant (CDBG), (2) HOME Investment Partnerships Program (HOME), and (3) Emergency Solutions Grant (ESG).

The primary purpose of the services solicited in this RFP is to assist the CHD Department staff in creating efficient systems for long and short term compliance and monitoring of funded or contemplated projects. It is expected that any respondent to this RFP will have extensive programmatic experience with HUD programs as well as experience providing training and technical assistance.

Nothing in this RFP shall be construed to create any legal obligation on the part of CHD or any respondents. CHD reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP in whole or in part, at any stage. In no event shall CHD be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from CHD for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the sole property of CHD. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

This RFP is being emailed to prospective respondents, will be posted on the City of Mobile website (www.cityofmobile.org), and will be advertised in the Mobile Press Register. CHD encourages qualified individuals and firms to apply.

Section 2 – Submission Information

All proposals must be received by 4:00 pm on February 25, 2015 at the following address:

Nigel Roberts, Senior Director
City of Mobile, CHD Department
205 Government Street
5th Floor, South Tower, Suite 514
Mobile, AL 36602

Proposals must be submitted in a sealed envelope and shall be labeled “Proposal for Technical Assistance for HUD Programs.” Please submit 3 copies of your proposal with any attachments.

Costs for this project will be paid for with federal dollars that the City of Mobile receives from the HUD. Selected consultant will be required to comply with all applicable federal and state equal opportunity, affirmative action, and Section 3 requirements as well as all federal requirements associated with CDBG and HOME funds.

All respondents will be required to certify that they are not on HUD’s list of debarred contractors and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected consultant will also have to provide evidence of required insurance, a City of Mobile business license, and enrollment in the E-Verify program.

Section 3 – Scope of Work and Deliverables

The CHD Department is seeking a consultant for an intensive 2.5 or 3-day training session at the CHD office in Mobile, AL. The session will be scheduled at a mutually agreed upon time, but preference will be given to consultants who can schedule the session before April 29, 2015. The training will be primarily targeted for CHD staff, and it is anticipated that each day will have no more than eight participants. Primary topics and deliverables include the following:

Income Verification

- How to accurately establish income eligibility for assistance, based on the “Part 5” definition of income, including the correct analysis of assets.
- When monitoring, how to review an owner/property manager’s files to ensure that they are doing correct initial income verifications and correct recertifications when necessary.

Compliance and Monitoring – Single Family

- Review and make recommendations for improvement of policies and procedures along with documents relating to existing homeownership programs (homeowner rehabilitation, lease-purchase, and down payment assistance), including project files, record keeping, and monitoring procedures.
- Dealing with out of compliance or problem loans and improving occupancy verifications.

Compliance and Monitoring - Multifamily

- Provide staff sample forms, protocols, and reports required from developers, managers, tenants, and property owners in order to facilitate compliance with all program or project-related reporting and recordkeeping requirements (rental). Provide training to staff on procedures to follow when reviewing such project-related documents.
- Dealing with out of compliance or problem loans.

Asset Management

- Assist staff in developing policies and procedures to effectively schedule desk and on-site monitoring and how to evaluate loans throughout their compliance period to minimize risk and promote successful operations.
- Provide suggestions and samples for file organization and documentation, both for CHD staff and developer partners.

CHD expects that the session will be very customized with staff and the consultant working closely to determine where the department is and where improvements can be made. Consultant will also provide general technical assistance and training to staff, as needed, although all staff will have some level of programmatic knowledge. Case studies and hands-on examples with exercises are encouraged.

Section 4 – Proposal Requirements

All proposals should be organized in the following manner:

A. Contact Information

Name, address, phone number, and email of the individual and/or firm(s). If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included and identified. If proposers bid as a team, bidder must identify team members as well as the key point of contact for CHD staff. .

B. Experience

Describe the responder's experience in the provision of services described herein and the number of years engaged in this type of work. Provide a representative list of current and prior clients with associated dates when services were provided.

Identify the person or people who will be assigned to work with CHD to provide the requested technical assistance. Describe each person's qualifications, including education and relevant experience. Also describe experience in HOME and CDBG program management for participating jurisdictions.

C. Budget

Provide a flat rate fee for the proposed 2.5 or 3-day training which includes provision of training materials for staff. Consultant will be responsible for all of their own travel, lodging, and logistics costs related to their trip to and time in Mobile.

Also provide an hourly rate for ongoing as needed technical assistance via phone or email for a period of 6 months after the completion of the local training session.

D. Project Timeline

Provide 2 or 3 potential dates for the training.

E. Professional References

Provide a minimum of two complete references (name, title, address, phone number, and email) that CHD may contact to verify services rendered or currently being provided.

After written proposals have been reviewed, discussions with prospective consultants may or may not be required to clarify any portions of the proposal.

Section 5 – Evaluation and Anticipated Schedule

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

(1) Responsiveness 25%

Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.

(2) Experience 40%

Consultant has experience with not only HUD programs, but also with providing small group technical assistance to municipalities. References also report positive experience.

(3) Price 25%

Analysis of cost competitiveness.

(4) Schedule 10%

Availability and compatibility of schedule.

CHD reserves the right to negotiate with the selected consultant on technical assistance topics, deliverables, scheduling, and budget issues. CHD shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the project.

This RFP will be governed by the following schedule:

Proposals Due	February 25, 2015 by 4:00 pm
Notification of Award	March 4, 2015 (anticipated)
Execution of Contract	March 11, 2015 (anticipated)
Completion of Work	April 30, 2015 (anticipated)

Proposals must be submitted in accordance with the instructions in Section 2 of this RFP. Incomplete proposals and proposals received after the deadline will not be considered.