

# **Request for Qualifications**

Bid No. 15118

**Five-Year Consolidated Plan and Analysis  
of Impediments to Fair Housing  
Consultant Services**

## **City of Little Rock**

**Community Development Block Grant Program**

**HOME Investment Partnerships Program**

**Housing Opportunities for Persons with AIDS (HOPWA)**

**Department of Housing and Neighborhood Programs**

February 11, 2015

Response due: [March 4, 2015 at 3:00 p.m.](#)

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## **BACKGROUND**

The City of Little Rock has been an Urban Entitlement for the Community Development Block Grant (CDBG) Program and a Participating Jurisdiction (PJ) for the HOME Investment Partnerships Program (HOME) since the inception of both programs by the U.S. Department of Housing and Urban Development (HUD). In December 2009, the City was designated as an administrator of the Housing Opportunities for Persons With AIDS (HOPWA) program. The City intends to use the updated Five-Year Consolidated Planning process to further economic growth and community revitalization. The upcoming Consolidated Planning process will produce a document to direct expenditure of HUD funds and provide a framework for a five-year plan for community development.

The City of Little Rock is located in Pulaski County, which is 130 miles west of Memphis, Tennessee. The economy is balanced between significant governmental entities, high-tech industries, higher education, regional retail centers, and military facilities. The city is included in the Little Rock - North Little Rock Metropolitan Statistical Area (MSA). As of the 2010 census, Little Rock's population was 193,524.

## **REQUEST FOR QUALIFICATIONS:**

The City of Little Rock, Arkansas (CLR) is seeking a qualified consulting firm with experienced principal staff to update the Five-Year Consolidated Plan, Analysis of Impediments to Fair Housing, and Annual Action Plan. The update is required in accordance with 24 CFR 92 as part of the City's participation in the HUD's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and the Housing Opportunity for Person With AIDS (HOPWA) Programs. The Plan is for the period January 1, 2016 through December 30, 2020.

**The Statement of Qualifications, or "Proposal", must be received at the City of Little Rock Finance Department, Purchasing Division, 500 West Markham, Room 300, Little Rock, Arkansas, 72201, Attention: Abdoul Kabaou, no later than 3:00 PM, Local Time, according to the bid timer clock used by the City Finance Department, on [March 4, 2015](#). Postmark will not be accepted.** It shall be the sole responsibility of the vendor to have its Proposal delivered to the Purchasing Office for receipt on or before the above stated date and time. If a Proposal is sent by U.S. Mail, the vendor shall be responsible for

its timely delivery to the Purchasing Office. **Late or faxed transmitted Proposals shall not be considered or accepted, and vendors shall make arrangements for their return at the vendor's request and expense.** A total of six (6) identical copies of the Proposal must be submitted. One of the six (6) Proposals shall be clearly marked, "ORIGINAL," and contain signatures in ink, and obvious imprints or ink icons of required notary and corporate seals. The other five (5) Proposal copies may contain reproductions of these pages and signatures.

The City will negotiate a contract with the entity found to be the most qualified after review of the Statements of Qualifications submitted according to the competitive selection rating criteria set forth in this Request for Qualifications. **NOTE: Inclusion of any budget or pricing information in response to the Request for Qualifications shall result in automatic disqualification.**

There shall be no discrimination as to race, disability, religion, sex, color, creed, or national origin in the operations conducted under this contract.

The City reserves the right to request clarification of information submitted and to request additional information from any or all of the proposed vendors.

The City reserves the right to determine, in its sole discretion, whether any aspect of any vendor's Qualifications and Proposal meets the criteria in this Request for Qualifications. The City also reserves the right to seek clarification, to negotiate with any party submitting a Proposal, to reject any or all Proposals with or without cause, and to modify the Request for Qualifications process and schedule. In the event that this Request for Qualifications is withdrawn or the project canceled by the City for any reason whatsoever, the City shall have no liability to any proposed vendor for any costs or expenses incurred in responding to this Request for Qualifications or in answering clarification requests.

The City Manager has the authority to (including, but not limited to): (1) approve the recommendation of the selection committee, or (2) reject the recommendation of the selection committee and direct staff to re-advertise the Request for Qualifications.

#### **INQUIRIES AND ADDENDA:**

Each Vendor shall examine and review the Request for Qualifications document. Should clarification or additional information be required, a written request must be submitted **to the City of Little Rock Finance Department, Purchasing Division, no later than February 24, 2015.** At its discretion, the City of Little Rock may answer such inquiries by means of a written Addendum. The City of Little Rock shall not be responsible for oral information given by any City of Little Rock employee or any other person.

The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given. Oral and other interpretations or clarifications shall not be binding on the City. If any written addenda are issued to this Request for Qualification, the City will post on their website at [www.littlerock.org](http://www.littlerock.org). Click on "online bids" and go to the specific bid listed to read any addenda or answers to questions. It shall be the **responsibility of each prospective vendor, prior to submitting their Proposal,** to access the website or contact the City of Little Rock Purchasing Office at (501) 371-4560 to **determine if addenda were issued and to make such addenda a part of the Proposal.**

The City will make every effort to administer the Request for Qualifications process in accordance with the terms and dates discussed in the Request for Qualifications. However, the City reserves the right to modify the Request for Qualifications process and dates as deemed necessary by the City in the City's sole discretion.

## **MINIMUM QUALIFICATIONS:**

To be considered for selection, proposed vendors must have at least the following qualifications:

1. A minimum of ten (10) years experiences in Housing and Community Development Consultant services and experience completing a HUD Consolidated Plan.
2. The capability to provide the services sought by the City.
3. Agreement to assign capable personnel to this project.
4. Have a valid City of Little Rock business license or obtain a City of Little Rock business license prior to the execution of any contract.
5. Have a proven track record of successfully completing this type of work.
6. Hold current licenses and certificates as required by state and federal regulation.

## **SCOPE OF SERVICES:**

Vendor, and its sub-vendors, will collaborate with City of Little Rock's Department of Housing and Neighborhood Programs in the identification, development, scheduling and implementation of activities designed to complete a HUD acceptable Consolidated Plan.

Scope of work includes, but is not limited to the following:

Update 2010-2015 Consolidated Plan data and demographics in accordance with HUD regulations to include:

- Review and implementation of Citizen's Participation Plan and Process
- Community Profile
- Housing and Homeless Needs Assessment
- Housing Market Analysis
- Strategy to Alleviate Chronic Homelessness
- Special Population Needs
- Public and Assisted Housing Needs
- Lead-based paint Hazard Reduction Strategy
- Community Development Needs
  - Housing
  - Neighborhood development
  - Economic Development
- Conduct no less than five (5) community meetings
- Conduct presentations at all public meetings
- Develop and circulate one (1) community survey
- Five-year Strategic Community Development Plan
- Area-targeted Implementation Plan
- Provide maps to support information obtained from research
- Program Year 2016 Annual Action Plan
- Complete other additional specific actions as required by HUD
- Consult with public and non-profit agencies that provide housing, health, economic development and social services, public representatives, and citizens.

- Identify updated priority needs and determine priorities, objectives and strategies and proposed accomplishments and outcomes for the next five years (2016-2020)
- Update the Analysis of Impediments to Fair Housing (AI) in accordance to Federal regulations at 24 CFR 570.904 and Certification to Affirmatively Further Fair Housing at 24 CFR 91.225, assuring participation by special interest groups (low-income persons, disabled, families with children, etc.).
- Enter Five-Year Consolidated Plan (including strategies for community development, housing and economic development) and the 2016 Annual Action Plan in HUD Integrated Disbursement and Information System (IDIS).

## **CITY OF LITTLE ROCK STAFF PARTICIPATION**

The City of Little Rock will expect the consultant to have the capacity to perform those actions necessary to achieve the project objectives in a manner consistent with those expected by the City. While the consultant will be in conjunction with the Department of Housing and Neighborhood Programs, it should be understood the City has limited staff to support the project and will rely on the personnel, experience and expertise of the consultant to ensure all necessary components of the process are completed in a timely manner. The City can assist with meeting locations/scheduling services. The City will provide copies of all existing plans, data and documents including:

- Contact lists of local agencies, neighborhood organizations, special interest groups and others to be invited to participate in the process
- Copies of zoning, subdivision and related land use regulations
- 2010-2015 Consolidated Plan and annual updates
- Current community development programs, policies and incentives, neighborhood support strategies, capital improvement plans, and related materials.

## **ANTICIPATED CONSULTANT SERVICE COMPONENTS**

The consultant will be responsible for updating the 2016-2020 Consolidated Plan, Analysis of Impediments to Fair Housing and Annual Action Plan in preparation for HUD. Due to the numerous components of the Consolidated Plan to schedule, including public meetings and City Board of Directors meetings, it is the intention of the City to meet with the consultant in mid-April to commence the study. An early task will be to develop a detailed calendar for completion of the work, which must meet the guidelines for completion including, but not limited to:

- Meaningful involvement of citizens, community-based organizations, housing, and service providers in the planning process (including marketing to these groups)
- Regular consultation with the Housing and Neighborhood Programs staff
- Facilitation of public presentations, meetings, and hearings as appropriate (submission of minutes will be required by consultant)
- Preparation of Five-Year Consolidated Plan (including strategies for community development, housing and economic development), Analysis of Impediments to Fair Housing and the 2016 Annual Action Plan.

**INDEMNIFICATION:**

Vendor covenants and agrees that it will indemnify and hold harmless the City of Little Rock, and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Vendor, whether direct or indirect, or whether to any person or property to which the City of Little Rock or said parties may be subject, except that the Vendor will not be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City of Little Rock, or any of its officers, agents or employees.

If the City of Little Rock defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the Vendor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, Vendor agrees to reimburse the City for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

**IMPLEMENTATION:**

The successful Vendor will be required to coordinate with City staff all the activities necessary to ensure a smooth implementation of the project. Implementation activities shall commence upon notification by the City.

**INCURRED COSTS:**

All costs incurred by the proposed Vendors in responding to this Request for Qualifications are those of the Vendors and shall not be reimbursed by the City of Little Rock.

**CANCELLATION:**

The City of Little Rock reserves the right to cancel this Request for Qualifications in whole or in part without cause.

**PROPOSAL ACCEPTANCE AND REJECTION:**

The City of Little Rock reserves the right to accept or reject any and all Proposals, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the City of Little Rock to award the contract to any proposed Vendor. The City of Little Rock reserves the right to award the contract to a responsible Vendor submitting a responsive Proposal with a resulting negotiated contract which is most advantageous and in the best interests of the City of Little Rock and the public. The City of Little Rock shall be the sole judge of the submissions and the resulting negotiated contract that is in the City's and the public's best interest, and the City's decision shall be final. The City of Little Rock reserves the right to negotiate for the modification of any Proposal with the consent of the Vendor and to re-advertise for proposals.

Each Proposal shall be submitted with the understanding that the acceptance in writing by the City of the Vendor to furnish the service pursuant to this Request for Qualifications shall constitute a contract between the City and the selected Vendor. In the event of default by the selected Vendor, or the selected Vendor's

refusal or inability to complete the contract, the City reserves the right to accept the Proposal of any other Vendor without the necessity of re-advertisement of the Request for Qualifications.

### **SERVICE AND CONTRACTURAL REQUIREMENTS:**

Vendor understands and agrees that, by submitting its Proposal to this Request for Qualifications, any resulting contract negotiated between the City and the selected Vendor shall be in a form approved by the Little Rock City Attorney's Office.

#### **General:**

**Contract Binding.** This contract shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

**Assignment.** The selected Vendor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City of Little Rock.

**Entire Agreement.** This contract, along with the Request for Qualifications, all attachments thereto, and the Vendor's written Proposal, states the entire contract between the parties hereto with respect to the subject matter hereof, and all prior and contemporaneous understandings, representations and agreements are merged therein or superseded thereby. No alterations or modifications of this contract, or any provisions hereof, shall be effective unless in writing, executed by the parties.

**Severability.** In the event any section, subsection, subdivision, paragraph, subparagraph, item, sentence, clause, phrase, or word of this Contract is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining provisions of this Contract, as if such invalid or unconstitutional provision was not originally a part of this Contract.

**Independent Contractor.** The selected Vendor will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the Vendor shall be by employees of the Vendor and subject to supervision by the Vendor, and not as officers, employees, or agents of the City of Little Rock. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Vendor.

**Manner of Performance.** Vendor agrees to perform its duties and obligations under this contract in a professional manner.

Vendor agrees that the services provided under this contract shall be provided by employees that are educated, trained and experienced in all areas encompassed within their designated duties. Vendor agrees to furnish the City of Little Rock with any and all documentation, certifications, authorizations, licenses, permits, or registrations currently required by applicable laws or rules and regulations. Vendor further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all licenses, permits, registrations, authorizations or certifications required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Vendor to comply with this paragraph shall constitute a material breach of the contract.

#### **Miscellaneous.**

The provisions and requirements of this Request for Qualifications shall take precedence in the event of any conflict in language between the Request for Qualifications and a Vendor's proposal.

The contract awarded as a result of this Request for Qualifications, and any attachments hereto, shall be governed by and construed within the laws of the United States of America, State of Arkansas and City of Little Rock. Vendors shall comply with applicable Federal law and regulations, Arkansas law and regulations, and applicable City of Little Rock ordinances.

Vendors shall not offer any gratuities, favors or anything of monetary value to any official or employee of the City of Little Rock for the purpose of influencing the consideration or evaluation of a Proposal submitted in response to this Request for Qualifications.

### **JURISDICTION AND VENUE**

The undersigned Vendor does hereby consent and yield to the jurisdiction and venue of the State Civil Courts of the State of Arkansas, and does hereby formally waive any pleas of jurisdiction and venue on account of the residence elsewhere of the undersigned Vendor.

### **MINORITIES AND WOMEN'S BUSINESS PARTICIPATION:**

The City of Little Rock encourages the participation of small, minority, and woman-owned business enterprises in the procurement of goods, services, professional services and construction, either as a general contractor or as a subcontractor. It is further requested that whenever possible, Vendors who require subcontractors, seek qualified small, minority and woman owned businesses to partner with them.

### **REQUIREMENTS FOR SUBMITTING A STATEMENT OF QUALIFICATIONS:**

Vendors wishing to be considered under this Request for Qualifications must submit a complete Statement of Qualifications, or "Proposal," by the deadline date and time set forth in the Request for Qualifications. Vendor's Statement of Qualifications, or "Proposal," must contain all information as outlined below. The selection of the Vendor will be made by the City's selection committee in accordance with Arkansas law and City Ordinances.

Upon receipt by the due date and time of Proposals to this Request for Qualifications, the City's selection committee will evaluate the same for completeness and adherence to the provisions of the Request for Qualifications. The City anticipates sending written notification to all proposed Vendors regarding the outcome of the review.

Submittal of an incomplete Statement of Qualifications, or submittal of fewer than six (6) copies of all materials required by this Request for Qualifications, shall be deemed non-responsive and the Statement of Qualifications shall be rejected.

The Proposals shall be organized in the following manner:

#### ***General Information***

1. The project for which Proposal is submitted.
2. The legal name, address and telephone number of the Vendor (corporation, firm, partnership, Limited Liability Corporation, individual, etc.).

3. The name, title, and telephone number of a contact person authorized to act on behalf of, and bind the Vendor.
4. The address of the office to perform work, if different.
5. Proposals should be concise and ideally will contain no more than twenty-five (25) sheets.

***Technical Approach, Work Plan and Time Schedule***

6. The firm's approach to accomplishing this project (i.e., process and techniques).
7. Ability to complete the scope of work tasks.
8. Any limitation(s) to the scope of work tasks.

***Financial Capabilities***

9. The Vendor shall disclose to the City any changes or contemplated changes in the structure of the company (e.g., mergers, sales, spin-offs, and acquisitions).
10. Insurance, including certification of the types and amounts of all insurance coverage currently in effect.

***Firm Experience***

11. A list of all disciplines represented on staff, including administration, and number of persons in each discipline.
12. The name and addresses of all consultants or associates who likely would be used, with their specialties identified.
13. Brief resumes of key persons.
14. List work by the firm which best illustrates current relevant qualifications, giving project name and location, the firm's responsibilities, owner's name, address and phone number, actual or estimated completion date, and estimated cost.
15. A narrative of any additional information supporting the firm's qualifications for the performance of environmental consultant services.

**SELECTION RATING CRITERIA:**

The City’s selection committee will evaluate all proposals submitted in response to this RFQ based upon the following areas and weightings:

<b>CONSIDERATION</b>	<b>WEIGHT</b>	<b>RATING (0-10)</b>	<b>RATING WEIGHTED</b>
Technical approach, work plan, and time schedule:	45		
Firm experience	<u>55</u>		
	100		

**SCHEDULE**

The anticipated schedule for selecting a vendor is shown below:

<b><u>Proposal Phase</u></b>	<b><u>Date</u></b>
<b>RFQ is issued by the City</b>	<b>February 11, 2015</b>
<b>Deadline for submission of written questions or requests for clarification</b>	<b>February 24, 2015</b>
<b>Statement of Qualifications or Proposals due</b>	<b>March 4, 2015</b>
<b>Selection, Negotiation, and Award of Contract</b>	<b>April 8, 2015.</b>

**QUESTIONS**

Questions are allowed to clear-up any misperceptions. The City will not accept telephone calls or visits regarding this RFQ. All questions must be submitted via email to [khoward@littlerock.org](mailto:khoward@littlerock.org). Any and all questions must be submitted no later than 4:00 p.m. CST, February 24, 2015. No interpretation shall be binding unless in writing from the City of Little Rock.