

**Request for Professional Services Proposals (RFP)  
Five-Year Consolidated Plan and 2015 Annual Action Plan Consultant  
For the City of St. Louis**

Issued by: City of St. Louis, Community Development Administration (CDA)

Issuance Date: February 13, 2014

Proposal Due: 4:00 p.m. on February 28, 2014

**Introduction**

The City of St. Louis is requesting proposals from qualified consultants for the preparation of its 2015 – 2019 Consolidated Plan and its 2015 Annual Action Plan, both of which must be submitted to the U.S. Department of Housing and Urban Development (HUD) no later than November 15, 2014, after a 30-day public review and comment period. The Consolidated Plan (ConPlan) shall encompass the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunity for Persons with AIDS (HOPWA) programs and fulfill HUD regulatory requirements regarding the receipt and potential receipt of HUD funds.

**City Profile**

Founded in 1764 as a fur trading post, the City of St. Louis is one of only a handful of cities in the country that functions as both a city and county. During the 19<sup>th</sup> century, the City grew into an important center of commerce and trade, attracting thousands of immigrants eager to find a new life on the edge of the frontier. By 1940, over 800,000 people lived in the City of St. Louis. The population peaked at 850,000 by 1950. However, from 1950 to 2010, the City lost more than 500,000 people – over 62% of its population – as the number of people living in the City dropped to less than 320,000. Despite this decline, significant downtown and neighborhood revitalization efforts are currently underway in the City. Nearly two-thirds of the City’s population meets the definition of low- and moderate-income.

Implementation of the City’s ConPlan is primarily carried out by CDA, the Department of Human Services and the Health Department. The Department of Human Services administers and has programmatic responsibility for the ESG program. The Health Department administers and has programmatic responsibility for the HOPWA program. CDA administers the City’s CDBG and HOME programs and is responsible for the overall coordination among the three entities in terms of planning, reporting and interfacing with HUD. Specifically, CDA is the lead agency responsible for managing the ConPlan effort and ensuring that the plan is completed, as required.

Last year marked a significant departure in how HUD dollars are allocated in the City of St. Louis. At the direction and with the assistance of the local HUD office and a team of HUD-provided technical assistance experts, CDA revised its policies and procedures to ensure that 2014 CDBG and HOME dollars, in particular, were awarded based on the timely submission of competitive proposals. As a part of this change, HUD encouraged increased citizen participation in the planning and funding allocation process.

Also in 2013, HUD-provided technical assistance experts began the process of developing a Market Value Analysis (MVA) for the City. The MVA, which was completed in January 2014, is a tool that can

assist in directing the investment of public funds so that private investment may be strategically leveraged for the public's benefit. The selected consultant must utilize and incorporate data from the City's 2014 MVA in preparing the ConPlan and Annual Action Plan. For more information on the MVA, please visit [www.stlouis-mo.gov/mva](http://www.stlouis-mo.gov/mva).

### **Background**

Effective in 1995, HUD required all entitlement communities to begin submitting a ConPlan at least every five years. The plan includes requirements such as a housing and homeless needs assessment; a housing market analysis; a strategic plan; and an annual plan. ConPlan requirements are detailed specifically in 24 CFR 91, as amended, and can be found at the following website:  
[https://www.onecpd.info/resources/documents/24CFRPart91\\_11.21.11.pdf](https://www.onecpd.info/resources/documents/24CFRPart91_11.21.11.pdf)

In May 2012, HUD introduced the eCon Planning Suite with tools designed to assist with the needs analysis and strategic decision making required for the ConPlan. The selected consultant will be required to use HUD's ConPlan template located in the Integrated Disbursement and Information System (IDIS) to format the 2015-2019 ConPlan and 2015 Annual Action Plan. Information on the ConPlan template and a Desk Guide for Using IDIS to Prepare the Consolidated Plan and Annual Action Plan can be found at the following website:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/about/conplan/cp\\_idis](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan/cp_idis).  
To facilitate the inputting of data into IDIS by CDA, the selected consultant will be required to complete the template and forward a hard copy and electronic version to CDA.

The consultant will be responsible for preparing all sections of the documents in the IDIS template (including required narrative, applicable tables and maps). In developing the ConPlan, the selected consultant must consider HUD's performance measurement system in developing the five year strategy. In addition to performance measurements, the selected consultant must incorporate into the ConPlan the following statutory objectives of the CDBG, HOME, ESG, and HOPWA programs: creating suitable living environments; providing decent, affordable housing; and creating economic opportunities.

### **Project Approach**

The selected consultant will lead the Consolidated Planning effort and may be assisted by City staff from multiple agencies for the timely completion of the Plan. The consultant will have overall responsibility for the project. Accordingly, the consultant must be knowledgeable of the HUD ConPlan requirements and eCon Planning Suite and must have demonstrated capacity to perform the tasks necessary to complete the project. The consultant, with City oversight and review, will be primarily responsible for work related to project management, preparation of the required documents, citizen participation, and drafting of the ConPlan and Annual Action Plans.

City staff (and local community organizations) may be available to provide assistance for work related to citizen participation, data collection, mapping and analysis. However, it should be understood that the City has limited staff availability to support the project and will rely on the personnel, experience, and expertise of the consultant to ensure all necessary components of the process and plan are completed in a timely manner.

### **Citizen Participation**

As a part of the response to this RFP, and in accordance with 21 CFR Part 91.100 and 91.105, the City is requiring that potential consultants identify and execute a process to encourage significant participation from City residents, including the following:

- low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low-and moderate-income neighborhoods;
- minorities and non-English speaking persons and persons with disabilities; and
- residents of public and assisted housing developments.

In addition to the above, the consultant will also be required to engage local and regional institutions and other organizations in the process of developing and implementing the ConPlan. The City is encouraging respondents to this proposal to identify traditional and nontraditional public involvement techniques.

### **General Scope of Services**

The ConPlan and Annual Action Plan include a number of elements both strategic and documentary in nature which are derived from a coordinated and collaborative process of engagement and partnerships with the community and multiple departments of government. The consultant will perform the following tasks:

1. **Project Management:** The consultant must provide overall project management for the creation and production of the ConPlan and Annual Action Plan. This includes maintaining a detailed project timeline (the anticipated contract period is March 20, 2014 – November 15, 2014) and delivering the ConPlan and Annual Action Plan. A primary City contact person will be established to coordinate with the selected consultant.
2. **Citizen Participation:** The consultant must schedule, facilitate and take other actions necessary to complete the required citizen participation process, as identified in the City's Citizen Participation Plan and in accordance with 24 CFR Part 91. Consultant responsibilities also include the management and overall conduct of meetings with interested citizens, community organizers, low-income neighborhood residents and others such as affordable housing advocates, providers, social service agencies, homeless housing advocates, lending institutions and the St. Louis Housing Authority to allow citizens an opportunity to present their views on community needs. Please see the Citizen Participation section above for more information.
3. **Review and Analysis of Data:** The consultant must identify and analyze statistical and analytical information that provides an overall picture of the housing and community development needs of the city. The consultant must utilize and incorporate data from the City's 2014 Market Value Analysis in preparing the ConPlan and Annual Action Plan.
4. **Plan Preparation:** The consultant must take all necessary steps to develop and deliver to CDA a concise, useable, easily read and understood ConPlan and Annual Action Plan. The plans must

be prepared in accordance with HUD's eCon Planning Suite guidance and be prepared using the IDIS ConPlan and Annual Action Plan templates. The consultant must include all required narrative, tables and maps needed to comply with 24 CFR Part 91. As a part of preparing the plans, the consultant must provide one- and five-year budgets subject to City review for applying available resources to the needs identified and incorporated into the plans. The consultant is responsible for submitting sections of the document to CDA for review as drafts are completed and for submitting the complete draft ConPlan and Annual Action plan to the City for final review no later than the deadline specified on the timeline included in this RFP. To facilitate the inputting of data into IDIS by CDA, the selected consultant will be required to complete and forward the final plans (hard copy and electronic version) to CDA.

### **Responsibilities**

The City's responsibilities for the ConPlan and Annual Action Plan are as follows:

1. Provide direction to the consultant in areas relating to policy, information, and procedural requirements.
2. Schedule an initial meeting to introduce City staff involved in the contract, and establish priorities.
3. Monitor the consultant's performance in the daily operation of the contract.
4. Assist consultant in identifying prospective interviewees for the citizen participation process.
5. Review and approve ConPlan and Annual Action Plan.

The Consultant's responsibilities are as follows (in addition to the items detailed in the above scope of work):

1. Assign a project manager to act as a central point of contact for the City who shall have full authority to act for the consultant on all matters relating to the operations of the contract.
2. Establish a timeline for and execute citizen participation. This includes drafting and publishing public notices (as approved by CDA), hosting and facilitating public meetings, and providing presentation supplies and materials for the meetings.
3. Submit bi-weekly status reports to the City that detail progress on the completion of milestones.
4. Delivering ConPlan and Annual Action plans to CDA and completing associated tasks on time and in accordance with HUD rules and regulations.

### **Schedule**

Consultants are asked to provide a proposed schedule for the completion of activities. The following deadlines, however, must be included:

June 1, 2014	Prepare Initial Strategic Plan in accordance with 24 CFR Part 91.215 and submit to CDA for use in establishing and identifying data-driven needs which can justify priorities, which will then be used to define projects for the 5-year ConPlan and the 2015 CDBG/HOME Request for Proposals. The information obtained in the strategic plan should be developed based on community input during the citizen participation process.
September 1, 2014	Draft ConPlan and Annual Action Plan due to CDA

September 25, 2014 Final ConPlan and Annual Action Plan due to CDA

### **Proposal Requirements**

All responses to this RFP must include one (1) original of the proposal, with original signatures, and nine (9) copies of the proposal, each submitted in bound 8.5" x 11" format. The deadline for submittal of responses is **4:00 p.m. on February 28, 2014**. Responses should be addressed to:

Ms. Alana Green  
Director of Administration  
Community Development Administration  
1520 Market – Suite 2000  
St. Louis, MO 63103

**Proposals must include the following information:**

### **Qualifications:**

- Description of the firm and/or firms including the identification of individuals who will perform the work described above, together with a statement or resume for each individual describing such individual's experience and qualifications with respect to this project.
- Designation of and qualifications of the Project Manager.
- Description of experience in projects of similar type and scope created for HUD recipients.
- A one-page narrative explaining the firms' interest, particular abilities and qualifications related to this project.
- List of references who can attest to the firm's abilities and knowledge of the Consolidated Planning Process.

### **Timeline and Responsibilities:**

- General description of proposed timeline and schedule to complete the project.
- Description of services to be provided by the respondent/lead consultant and which services will be completed by sub-consultants, if any.
- Description of the tasks the City will be asked to assist with and information the consultant will require from the City in conjunction with Plan preparation.

### **Citizen Participation:**

- Description of proposed intensive citizen participation process and how it fulfills HUD's and the City's requirements and expectations for the overall project.

### **Proposed Fees:**

- Proposed fee structure for the services proposed based on payment at the completion of project phases. Cost proposal shall be segregated to specify the following:
  - Cost for 2015-2019 Consolidated Plan (per regulatory guidelines)

- Cost for 2015 Annual Action Plan (per regulatory guidelines).

**Other:**

- Statement describing how respondent will comply with Mayor’s Executive Order #28.
- Statement that respondent is ready, willing and able to perform the work in accordance with this RFP and in accordance with respondent’s proposal if selected; that respondent understands that individuals identified for involvement in the project cannot be replaced with substitutes without the express written approval of the City; and that respondent expressly agrees to the General Conditions for submission of proposal set forth below.

**Selection Process and Criteria**

Responses will be reviewed by a committee, which will determine which, if any, respondents are qualified to perform the work and evaluate the submitted proposals. The committee shall choose the lowest, most responsive, and most responsible respondent for negotiation of a contract from these qualified respondents. The committee shall also rank remaining qualified respondents in order of preference. If the City determines that it is not possible to successfully negotiate a contract with the successful respondent, the City shall discontinue negotiations and attempt to negotiate a contract with the next lowest, most responsive, most responsible respondent. This process shall continue until negotiation of a contract is successful, all qualified respondents have been exhausted, or the City voids this RFP.

The responses will be evaluated and the consultant(s) selected/ranked based on the following criteria:

- The consultant’s approach, plan of work, recommended schedules, and overall project understanding.
- The consultant’s proposed citizen participation process.
- Qualifications and experience in providing the requested services as exemplified by past projects and client contacts.
- References that will demonstrate a thorough understanding of the CDBG and Consolidated Planning Process.
- Ability and commitment of respondent to complete work expeditiously, in required time frame.
- Experience and qualifications of individuals assigned to the engagement.
- Degree to which respondent addresses Mayor’s Executive Order #28 in the response.
- Ability to perform the **with limited City assistance**.

The Committee may add other selection criteria during the selection process.

**Bidding General Conditions**

1. Legal Compliance: Respondent must agree to comply with all federal, state, and local laws or regulations, which in any manner affect the service placed for bid herein. Lack of knowledge on the part of the respondent of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws or regulations, on the part of the awarded consultant, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

2. M/W/DBE Participation: Respondent must agree to comply with the Mayor's Executive Order No. 28 and any superseding Executive Orders relating to utilization of minority and women businesses (MBE's/WBE's). Executive Order No.28 requires contractors and consultants to seek, through good-faith efforts, the involvement of MBE's and WBE's with a goal of participation of least 25% and 5%, respectively, for the project. For additional information, please visit [www.mwdbe.org](http://www.mwdbe.org).
3. Living Wage Compliance: Respondent must agree to comply with "Chapter 3.99 Living Wages" of the Revised Code of the City of St. Louis (Ordinance No. 65597).
4. Unauthorized Alien Employees: Respondent must agree to adhere to provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, and provide, by sworn Affidavit and provision of documentation, affirmation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract, Agreement or Grant. Selected consultant must sign an affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Contract, Agreement or Grant pursuant to the above-stated Statutes.
5. Submission/Acceptance/Rejection of Bids: Respondent must agree that the City reserves the right to reject any or all proposals; to select one or more respondents; to reconstitute consulting teams, to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc.; to establish further criteria for selection; to ask respondents to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; to negotiate with successful respondents in any manner and with respect to any proposal element whatsoever, including composition of respondent's team; and to reject any and/or all proposals for any reason, in its sole discretion.

#### **Pre Bid Meeting and Questions Regarding This RFP**

The City will conduct a pre-bid meeting to answer questions regarding this RFP on Thursday, February 20, 2014 at 1:00 p.m. The meeting will be held at CDA, which is located at 1520 Market St. Suite 2000, St. Louis, MO 63103. Questions and answers provided at the Pre-Bid meeting will be posted online at <http://www.stlouis-mo.gov/cda>.

All questions regarding this proposal must be submitted in writing via e-mail to Alana Green at [GreenA@stlouis-mo.gov](mailto:GreenA@stlouis-mo.gov). Questions must be received no later than 4:00 p.m. on February 20, 2014 in order for the City to issue a timely response if it so chooses. The City shall not be obligated to respond to any question. Any questions for which the City chooses to issue a response will be sent electronically to the questioner and posted online at <http://www.stlouis-mo.gov/cda>.