

*Request for Proposals for  
Preparation of 2020-2024 Consolidated Plan for the  
City of Niagara Falls, New York*



*RFP No. CD2020-01  
Proposals Due: April 1, 2020 at 4:00 p.m.*

## **SCOPE**

City of Niagara Falls seeks a qualified professional consultant to conduct a variety of activities regarding City of Niagara Falls affordable housing demographics, needs, and regional markets to help inform and prepare sections of the next Five-Year Consolidated Plan for the City of Niagara Falls HUD-CPD Programs. Consultant will also present this information to Niagara Falls' citizens and stakeholders and draft the Housing Needs Assessment and Housing Market Analysis sections of the 2020-2024 Five-Year Consolidated Plan (for HUD-CPD programs). A final draft of a Five-Year Consolidated Plan 2020-2024 must be completed by the professional consultant in a condensed timeline and delivered to the City of Niagara Falls.

Respondents will follow the Consolidated Plan requirements at HUD CPD Notice-12-009 and the Consolidated Plan IDIS Desk Guide found at <https://www.hudexchange.info/resource/2641/econ-planning-suite-desk-guide-idis-conplan-action-plan-caper-per> regarding the Consultation (PR-10), Citizen Participation (PR-15), and Needs Assessment (NA) and Housing Market Analysis (MA) sections of the Consolidated Plan. In addition, the Respondent will oversee and coordinate all public hearings, public comment portions of the Consolidated Plan and the six main sections of the Consolidated Plan (Needs Assessment, Market Analysis, Strategic Plan, Action Plan, Executive Summary, and the Plan Process).

Consultant must be willing to commit to a timeline that includes a very limited timeframe, which will most likely be within 120 days. Examples of work include: information-gathering, data collection, stakeholder consultation and public meetings, pre-draft review, drafting & review, and post-draft follow-up.

The HUD-CPD programs included in this RFP are the HOME Program and the Emergency Solutions Grant Program. Be advised the City of Niagara Falls Community Development Block Grant Program (CDBG) and its related Consolidated Planning requirements are not included in the scope of this RFP.

The objective of this RFP is to locate a source that will provide the best overall value to the City of Niagara Falls. While price is always a significant factor, other criteria will form the basis of the decision. A full description is available in the Proposal EVALUATION CRITERIA section.

City of Niagara Falls reserves the right to amend, suspend, terminate, or reissue this RFP, in whole or in part, at any stage. In no event is City of Niagara Falls 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 City of Niagara Falls for any costs, expenses, or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the City of Niagara Falls. Respondents may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes known.

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## **GENERAL BACKGROUND INFORMATION**

City of Niagara Falls Program Year for HUD-CPD Programs is April 1 through March 31. The next (2020-2024) Five-Year Consolidated Plan must be ready to submit to HUD in its Integrated Disbursement and Information System (“IDIS”) by August 10, 2020.

City of Niagara Falls is the Grantee for the following HUD-CPD affordable housing programs: The Emergency Solutions Grant, HOME, and CDBG programs. The City of Niagara Falls also administers the Section 8 Housing Choice Voucher Program and a City of Niagara Falls ZOMBIE Grant.

City of Niagara Falls CDBG program and Consolidated Plan requirements are not a component of this RFP. Consultant will follow the most current requirements when conducting the activities and drafting:

- HUD eCon Planning Suite, Consolidated Plan in IDIS Desk Guide -HUD Exchange
- Citizen Participation And Consultation Toolkit  
<https://www.hudexchange.info/consolidated-plan/econ-planning-suite-citizen-participation-and-consultation-toolkit>
- City of Niagara Falls Public Participation Plan for HUD-CPD Programs. Please view the City of Niagara Falls Five Year Consolidated Plan on the HUD website. The City of Niagara Falls intends to select the consultant on or around April 10, 2020. Deadline for all activity results and Con Plan sections to be in final draft form due on or around June

15, 2020 to the City of Niagara Falls. The City of Niagara Falls submits 2020-2024 Five-Year Consolidated Plan to HUD for review.

- Pre-Drafting and Drafting activities must take into account the following required timelines: One Pre-Draft public meeting advertised by 30-day published notice, one Post-Draft public hearing, and one Post-draft 30-day public comment period (will occur within the same 30-day timeframe and published in the same notice).
- Submission date of the Con Plan to HUD is on or before August 10, 2020.
- Consultant will conduct (4) stakeholder sessions and attend one pre-draft and one post-draft public hearings
- Consultant will be responsible for setting up, maintaining, and tracking the results of the online statewide housing needs survey. Consultant will then compile and summarize the results of the survey in a report to be posted online and available to the public.
- City of Niagara Falls will coordinate with Consultant to schedule the dates of the two (2) required public hearings and two (2) 30-day public comment periods.
- City of Niagara Falls will publish all required legal notices and distribute information regarding surveys, legal notices, etc., to the public and stakeholders.

## **THE APPROACH**

There are three general phases to the overall project.

### **Pre-Draft Phase:**

Information-gathering and consultation activities -

Subject to City of Niagara Falls approval, consultant will conduct eight (8) Citizen Participation and Stakeholder Consultation activities currently identified in the Citizen Participation and *Consultation Toolkit* located at <https://www.hudexchange.info/consolidated-plan/econ-planning-suite-citizen-participation-and-consultation-toolkit>.

### **\*The eight (8) activities will include the following four (4) City of Niagara Falls-specific activities:**

#### ***1) An Affordable Housing Needs Survey***

*This online survey will be anonymous and controlled by the consultant. Questions will address regulatory requirements of the HOME and ESG programs (housing type, households served, local housing needs, priority populations, etc.) as each relates to housing in the state, and other information as approved by consultant and City of Niagara Falls. Consultant will collect, compile, analyze and draft the results of the survey into a port format.*

2) ***Update City of Niagara Falls 2014 City-level Demographic, Housing, and Transportation Report***

3) ***Facilitate Four (4) Regional Topic-Oriented Stakeholder Sessions***

*Roundtable discussion facilitated by Consultant on the dates/times/locations will be TBD and approved by City of Niagara Falls. Timing will be after the results of the Anonymous Affordable Housing Needs Survey are compiled but prior to the Pre-Draft Public Meeting. City of Niagara Falls will work with Consultant on discussion items, location of each session, and email distribution.*

4) ***One Pre-Draft Public Meeting***

*Present findings from the eight (8) activities to the public and receive comments. This meeting will be held in Niagara Falls at a time and place TBD. Format and presentation style TBD.*

**Drafting Timeline Phase:**

Consultant will submit an approved and final draft of all activities at least 30-45 days prior to the Post-Draft 30-day Comment Period. The Post-Draft 30-day comment period is tentatively scheduled August 1, 2020.

- **By July 20, 2020**, consultant will provide City of Niagara Falls, in finalized draft form, all eight completed "Pre-draft Phase" activities and a draft of the following Consolidated Plan Sections:
  - 1) Consultation (PR-10)
  - 2) Citizen Participation (PR-15)
  - 3) Needs Assessment (NA-10 through NA-45)
  - 4) Market Analysis (MA-05 through MA-40 & MA-50)
  - 5) The Plan Process
  - 6) Executive Summary
  - 7) Action Plan 2020

The draft will be submitted as a Word Document via email. Each individual section must satisfy the requirements outlined in HUD's Consolidated Plan Desk Guide <https://www.hudexchange.info/programs/consolidated-plan/guides/#consolidated-plan-template-in-idis>.

**Post Draft:**

- Consultant will be available to provide additional information/responses as needed for the Consolidated Plan until approved by HUD.

## **City of Niagara Falls RESPONSIBILITIES**

- Provide stakeholder contact information
- Publish legal notices in City of Niagara Falls major newspapers, major libraries and City of Niagara Falls branch office
- Post online surveys, plans, notices, etc. on City of Niagara Falls website(s)
- Once approved, pay detailed invoices within 30 days
- Review drafts submitted by Consultant within 30-45 days
- Enter Consultant's data and draft information into the appropriate sections of the eCon Planning Suite in IDIS
- Submit the 2020-2024 Consolidated Plan to HUD by August 10, 2020

## **PROPOSAL FORMAT**

1. Introductory letter that includes the primary contact for the project
2. Statements of qualification and experience for the entity and all individuals involved in the project:
  - a. Description of similar projects that were successfully completed
  - b. Name and contact information of previous clients
  - c. Name and resume of the project manager
  - d. Names and experience of others not listed, but may work on the project
3. Detailed description of the entire project including individual tasks/activities
4. Schedule and detailed timeline
5. Budget with cost breakdown by individual task/activity

## **PROPOSAL EVALUATION CRITERIA**

NOTE: Criteria are not listed in order of importance to overall score

(1) Experience:

- Describe successful projects of similar size, scope, and timeline (previous state-level Consolidated Plan experience is preferred but not required)
- Describe working knowledge of the Consolidated Plan, including the regulations and requirements;
- Describe working knowledge of the HOME, CDBG and ESG programs
- Describe prior facilitation and consensus building activities with a focus on affordable housing
- Describe ability to complete the project based on current work load and other projects
- Describe ability to design, implement, manage and report an online survey and anonymous responses
- Describe the project team and their previous relevant experience
- References with primary contact information

- Describe ability to present technical data in a user-friendly format compatible with the IDIS online system
- (2) Full description of eight (8) listed activities; how each activity will be carried out; technology used; personnel; how the results will be reported and documented; and how it can be used to inform and meet the Consolidated Plan requirements
- (3) Schedule of proposed activities with timeline and proposed completion date(s)
- (4) Project completion timeline for individual activities, written responses, reports, etc.
- (5) Complete cost breakdown by individual activity and overall project

### **PROPOSAL SELECTION PROCESS**

- 1) City of Niagara Falls will review each proposal that meets the evaluation criteria. Phone interview may be conducted for additional clarification
- 2) Proposal will be selected by April 10, 2020
- 3) Scope of work, drafting and submission timeline, and price will be negotiated with the successful contractor.
- 4) If City of Niagara Falls and the contractor are unable to reach an agreement, City of Niagara Falls retains the right to move on and negotiate with other contractors.

### **PROPOSAL SUBMISSION REQUIREMENTS**

1. Send or deliver an original and two (2) copies of your proposal in individual 3-ring binders to:

**RFP No. CD2020-01**

City of Niagara Falls Community Development Department  
1022 Main St  
Niagara Falls, NY 14301; and

2. Email one complete scanned version to: [clifford.scott@niagarafallsny.gov](mailto:clifford.scott@niagarafallsny.gov)

PLEASE NOTE: Submission by any other means will not be accepted.

### **PROPOSAL SUBMISSION DEADLINE**

- Proposals must be received by 4:00 p.m. EST on Wednesday, April 1, 2020 to receive consideration. City of Niagara Falls accepts no responsibility for any delivery system failures or errors.
- Late or incomplete submittals will be rejected.

## **GENERAL INFORMATION & REQUIREMENTS**

- All work will be performed on a fixed-rate, cost-incurred basis. City of Niagara Falls will retain 10 percent (10%) of each payment request. Final retainage (payment) is subject to a satisfactory final product, as determined by City of Niagara Falls.
- If City of Niagara Falls determines progress, as measured by the agreed upon timeline and activity description, is inadequate, it reserves the right to terminate the contract with a 30-day written notice.
- City of Niagara Falls strongly desires continuity of lead staff. Therefore, when key staff are replaced, if City of Niagara Falls deems the replacement unacceptable, consultant will have 30 days from date City of Niagara Falls issues such notice in writing, to provide acceptable replacement staff by written notice. Failure to do so may be defined as a breach of contract and subject to cancellation.
- Although cost is a factor, City of Niagara Falls reserves the right to select the consultant that best suits its needs.
- City of Niagara Falls reserves the right to reject any or all proposals, and/or waive any irregularities therein.
- Evidence of General and Professional Liability Insurance meeting the City's requirements will be required prior to execution of contract.
- Any changes in project cost, timeline, or scope during the contract must be pre-approved in writing by both the parties.

## **QUESTIONS/INQUIRIES**

Please direct all inquiries to Clifford Scott via email to: [clifford.scott@niagarafallsny.gov](mailto:clifford.scott@niagarafallsny.gov) or via telephone to 716-286-8800.