

## REQUEST FOR PROPOSALS

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**BACKGROUND INFORMATION:**

The NJ Department of Community Affairs (DCA) seeks a qualified professional consultant to assess New Jersey's housing and community development needs and prepare a draft of the next Five-Year Consolidated Plan (2020-2024), One Year Action Plan and an Assessment of Fair Housing in order to meet the regulatory requirements of the US Department of Housing and Urban Development (HUD).

New Jersey's HUD-CPD Programs include the Community Development Block Grant Program (CDBG), Emergency Solutions Grant Program, HOME Investment Partnership Program, Housing Opportunities for Person with AIDs (HOPWA) and the Housing Trust Fund Program (HTF).

Consultants must follow the requirements at:

- Consolidated Plan requirements at [HUD CPD Notice-12-009](#)
- The Consolidated Plan IDIS Desk Guide found at <https://www.hudexchange.info/consolidated-plan/econ-planning-suite>
- The Consolidated Plan Guides, Tools and Training found at: <https://www.hudexchange.info/programs/consolidated-plan/guides/#consolidated-plan-template-in-idis>
- The Consolidated Plan Regulations and Federal Notices found at: <https://www.hudexchange.info/programs/consolidated-plan/consolidated-plan-regulations-and-federal-register-notices/>
  - HUD rule on Affirmatively Furthering Fair Housing: [https://www.huduser.gov/portal/affht\\_pt.html#final-rule](https://www.huduser.gov/portal/affht_pt.html#final-rule)

The consultant must be willing to commit to a timeline that includes the following phases over a 4-month period:

- Data collection and analysis
- Stakeholder consultation and public meetings
- Draft Consolidated 5-Year Plan and Annual Action Plan
- Draft Assessment of Fair Housing
- Public Hearing on draft plans
- Draft response to comments

**RFP TIMELINE:**

RFP Released: December 11, 2019

RFP Deadline for Submission: January 3, 2020

Award made: January 31, 2020

Deadline for full Consolidated Plan, Annual Action Plan and Assessment of Fair Housing to be in final draft: April 30, 2020

**BUDGET:**

DCA estimates a budget of \$50,000 for the completion of this work. Proposed budgets must include expected itemized costs for each scope of work as described below.

**SCOPE OF WORK:**

- Data collection and analysis
- Stakeholder consultation and public meetings (at least 3 regional meetings)
- Draft of 5-year Plan and Annual Action Plan including:
  - Needs Assessment
    - NA-05 Overview
    - NA-10 Housing Needs Assessment
    - NA-15 Disproportionately Greater Need: Housing Problems
    - NA-20 Disproportionately Greater Need: Severe Housing Problems
    - NA-25 Disproportionately Greater Need: Housing Cost Burdens
    - NA-30 Disproportionately Greater Need: Discussion
    - NA-35 Public Housing
    - NA-40 Homeless Needs Assessment
    - NA-45 Non-Homeless Special Needs Assessment
    - NA-50 Non-Housing Community Development Needs
  - Market Analysis
    - MA-05 Overview
    - MA-10 Number of Housing Units
    - MA-15 Cost of Housing
    - MA-20 Condition of Housing
    - MA-25 Public and Assisted Housing
    - MA-30 Homeless Facilities
    - MA-35 Special Needs Facilities and Services
    - MA-40 Barriers to Affordable Housing
    - MA-45 Non-Housing Community Development Assets
    - MA-50 Needs and Market Analysis Discussion
  - Strategic Plan
    - SP-05 Overview
    - SP-10 Geographic Priorities
    - SP-25 Priority Needs
    - SP-30 Influence of Market Conditions
    - SP-35 Anticipated Resources
    - SP-40 Institutional Delivery Structure
    - SP-45 Goals
    - SP-50 Public Housing Accessibility and Involvement
    - SP-55 Barriers to affordable housing
    - SP-60 Homelessness Strategy
    - SP-65 Lead based paint Hazards

SP-70 Anti-Poverty Strategy  
SP-80 Monitoring

➤ Annual Action Plan

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-25 Allocation Priorities
- AP-30 Method of Distribution
- AP-35 Projects
- AP-40 Section 108 Loan Guarantee
- AP-45 Community Revitalization Strategies
- AP-50 Geographic Distribution
- AP-55 Affordable Housing
- AP-60 Public Housing
- AP-65 Homeless and Other Special Needs Activities
- AP-70 HOPWA goals
- AP-75 Barriers to affordable housing
- AP-85 Other Actions
- AP-90 Program Specific Requirements

- Draft Assessment of Fair Housing
- Public hearing on draft
- Draft response to comments

**PROPOSAL SECTIONS:**

The proposal shall include, at a minimum, the following mandatory sections:

- Cover Letter
- Qualifications: Provide the name, address, telephone number and email address of the primary contact person. Identify all individuals anticipated to be involved in this project and the role each is expected to fill. Provide resumes for everyone identified
- Experience: Describe successful projects of similar size and scope (previous state-level Consolidated Plan experience is preferred); working knowledge of the Consolidated Plan, including the regulations and requirements
- Proposed Plan for Developing a Five-Year Plan, Annual Action Plan and Assessment of Fair Housing
- Schedule of proposed activities with timeline and proposed completion date(s).
- Price proposal and estimated time to complete project
- References

**AWARD CRITERIA:**

- Understanding of work to be performed
- Professional expertise of team
- Prior experience relative to project
- Quality of scope of services and project schedule
- Fee schedule and cost

**PROPOSAL SUBMISSION REQUIREMENTS:**

- Mail three (3) copies to:  
NJ Department of Community Affairs  
Division of Housing and Community Resources  
101 S. Broad Street, PO Box 051  
Trenton, NJ 08625-0051  
Attn: Lisa Downes
- Email one complete scanned version to Sheri Malnak at [sheri.malnak@dca.nj.gov](mailto:sheri.malnak@dca.nj.gov)

**PROPOSAL SUBMISSION DEADLINE:**

- 4 PM on January 3, 2020
- Late or incomplete submittals will be rejected

**GENERAL INFORMATION AND REQUIREMENTS:**

- All work will be performed on a fixed-rate, cost-incurred basis. Final payment is subject to a satisfactory final product, as determined by DCA.
- All deliverables must be submitted in draft form and will not be considered as final until accepted by DCA. Vendor shall be provided with an opportunity to remedy deficiencies if necessary for DCA approval but work must be completed within initial budget.
- If DCA 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.
- Although cost is a factor, DCA reserves the right to select the consultant that best suits its needs.
- Any changes in project cost, timeline, or scope during the contract must be pre-approved in writing by both the parties.