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](https://www.hudexchange.info/consolidated-plan/econ-planning-suite)
  - 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

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.