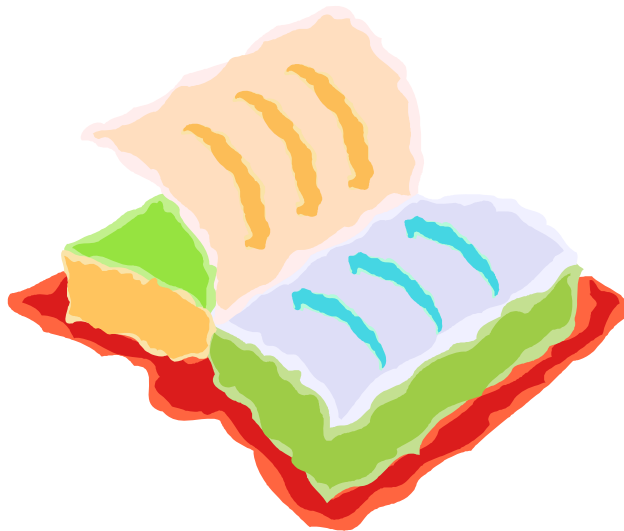


**HILLSBOROUGH COUNTY, FL
AFFORDABLE HOUSING DEPARTMENT**

FIVE YEAR HUD CONSOLIDATED PLAN DOCUMENT

REQUEST FOR PROPOSALS

Program Years 2011-2015



Submit to:

**Hillsborough County
Affordable Housing Department
1208 Tech Blvd. Suite 300,
Tampa FL 33619**

Attn: Karen Collins, Senior Planner

Due no later than Monday June 28, 2010 at 4:00 p.m.



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I. Introduction:

The Affordable Housing Department (AHD) of Hillsborough County (County) is seeking responses for professional services to assist the County with the development of the Five Year Consolidated Plan Document (CPD). The County receives funding from the United States Department of Housing and Urban Development (HUD). HUD requires local jurisdictions to develop a Five Year Consolidated Plan to guide the use of these funds. The current plan will expire on September 30, 2011. Information included in the current plan must be updated which includes proceeding with public participation activities to receive public input into the development of the new plan, with new goals and objectives.

The CPD has three statutory goals under which the County's performance will be measured: 1) decent housing, 2) a suitable living environment and 3) expanded economic opportunities. The key elements of the CPD are the needs assessment, priority needs, specific objectives, and how the activities address identified needs and objectives. All required elements of the plan (including tables and narratives) will be submitted to HUD in an electronic format.

The CPD will include components such as goals, objectives and obstacles to meeting underserved needs and non-housing community development. It will also address issues related to an anti-poverty strategy, institutional structure, and barriers to affordable housing. There are four major components of the Consolidated Plan: 1) Citizen Participation Plan; 2) Housing and Community Development Needs Assessment; 3) Housing and Community Development Five Year Strategic Plan, and 4) One-Year Action Plan.

The County will be provided a complete and final CPD which will be created through community based research, training, and programmatic services in unincorporated Hillsborough County and the Cities of Plant City and Temple Terrace. The CPD will be reviewed and approved by the County staff and the Hillsborough County Board of County Commissioners (BOCC) prior to submittal to HUD before August 16, 2011.

II. Scope of Services:

The Consultant shall provide services to assist in the preparation of the Five Year CPD for unincorporated Hillsborough County, the City of Temple Terrace and Plant City. The CPD consist of five (5) areas of focus: general, housing, homeless, non-housing community development, and non-homeless special needs populations. It also includes a housing market study and strategic plan. The Consultant will be responsible for the public participation component, data compilation including surveys and analysis, development of the complete CPD, the one year Action Plan and set up in the Consolidated Plan Management Program (CPMP).

All work must be completed in compliance with 24 CFR Part 91 and applicable Hillsborough County Codes and Ordinances, and in a satisfactory and proper manner as determined by the County. Such services shall be performed, except as otherwise stated herein, by persons solely under the domain and control of the Consultant. The Consultant shall comply with such other terms and conditions, including record keeping and reports for project monitoring and evaluation

purposes, as may be established by the County or by HUD for the purposes of carrying out the project in an effective and efficient manner.

The specific requirements for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24, Part 91 (24 CFR Part 91) and guidance for preparing a Consolidated Plan submission can be found at:

<http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/index.cfm>
<http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/guidance/index.cfm>

Also available at these web links are checklist, tables and additional guidance on required narratives. The HUD checklist for the Consolidated Plan will act as a guide to ensure each component is completed to satisfy regulatory requirements as well as local policies and procedures.

The Consultant will utilize the Consolidated Planning Management Program (CPMP) Tool provided by the HUD as the basis for constructing Hillsborough County's CPD. The CPMP Tool web link is: <http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/cpmp>. The AHD intends to utilize the CPMP Tool for future reporting for the Comprehensive Annual Performance and Evaluation Report (CAPER) and the Action Plan.

The County will be responsible for the following:

- a. Publishing all public notices for meetings.
- b. Ensuring a Spanish speaking staff person is available at all public meetings.
- c. Identifying and arranging for meeting locations.
- d. Public outreach for meetings including distribution of public flyers regarding meetings.
- e. Providing copies of any Affordable Housing Department reports or data as necessary to complete the CPD.

The Consultant will coordinate with County staff as necessary to ensure timely development of various components and necessary items such as public notices, the plan for the citizen involvement, a schedule of meetings and topics. The Consultant will conduct the public participation process to include public meetings and hearings.

The Consultant will provide monthly status reports to the AHD staff regarding the research and development of the CPD.

Specific tasks shall include, at a minimum:

A. Citizens Participation Plan and Public Participation Component for Development of the CPD.

- Review County’s existing Citizens Participation Plan and make recommendations for amendments.
- Coordinate with County staff to develop a strategy and plan for community involvement and participation in the development of the CPD to be referred to as the Citizen Participation Action Plan.
- Prepare a timeline for project milestones including proposed community meetings and stakeholder interviews. This timeline will be made available to the public to explain the process.

B. Consultant Presentations.

- Upon selection, the Consultant will be required to make an initial presentation to the County’s Affordable Housing Advisory Board (AHAB) and a second meeting to “Stakeholders” to present a draft Citizen Participation Action Plan and the approach to the CPD development.
- The Consultant will be responsible for making presentations of the draft and final documents to the AHAB and the BOCC.
- Outlined in the following section are the Consultant’s other responsibilities for presentations and meetings.

C. Needs Assessment.

The Consultant will be responsible for gathering factual and broad community input through citizen participation and data collection including:

- Review of available data, reports and documents
- Preparation of presentations, flyers and surveys as necessary and provide to the AHD for review in advance of meetings or distribution to the public. Surveys should be developed covering various topics and be utilized for this process. Surveys can be completed through the County’s on-line system and tabulated. Surveys shall also be provided at public meetings and public facilities for community access. All materials should contain the contact information of the Consultant, Fair Housing Logo and County Logo.
- Presentations at community and public meetings and moderating discussions (including preparing, copying and distributing bilingual handouts) to gather community input on the community needs. This will include:
 - A public meeting with the Affordable Housing Advisory Board to explain the Consolidated Plan process and present the timeline;
 - Minimum of ten (10) evening neighborhood meetings;
 - Minimum of ten (10) interviews with community stakeholders to be determined with the AHD staff and Consultant but at a minimum should include representatives from County departments utilizing CDBG funds for

- projects, business community, housing agencies, social service agencies, CHDO representatives, and other individuals deemed appropriate; and
- Minimum of ten (10) daytime focus group meetings with community stakeholders, to be determined with the AHD staff and Consultant but at a minimum should include representatives from County departments utilizing CDBG funds for projects, business community, housing agencies, social service agencies, CHDO representatives, and other individuals deemed appropriate.
- Prepare summary of comments, conduct analysis and assess data gathered and develop Five Year priority recommendations incorporating factual data and public input collected to support those recommendations.

D. Preparation of Five Year Consolidated Plan & One Year Action Plan

- Develop a draft Consolidated Plan using the HUD CPMP tool that includes five (5) year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements. The plan will follow the HUD checklist, narrative requirements and HUD guidance, taking into consideration improved ways to present and display information as well as any federal regulation changes. It may also include an emphasis on the foreclosure and economic crisis which will continue to impact the time period of the CPD.
- Develop a draft FY 2011/12 Annual Action Plan that includes proposed activities, proposed accomplishments and performance measurements.
- *Ensure a clear connection exists between the CPD Strategic Plan component and the Annual Action Plan and performance measurements. The Action Plan should further Goals and Objectives from the CPD, resulting in a clear measure of performance which is reported annually in the Consolidated Annual Performance and Evaluation Report (CAPER).*
- Provide internal copies of plan sections to AHD staff for review and comment a minimum of thirty (30) days prior to distribution of the draft plan. AHD will provide comments prior to finalization of the draft document. If no comments, the AHD will authorize the Consultant to finalize the draft.
- The Consultant is responsible for submitting one (1) un-bound and two (2) bound color copies. The Consultant will also provide either on diskette or USB thumb drive, all related electronic files (Word, Excel or other software programs) and an electronic PDF file of the complete draft Consolidated Plan and Annual Action Plan for public distribution.
- If the 2010 census data becomes available during the project timeframe, the Consultant will prepare information on the low to moderate income areas for consideration as program target areas and will assist the AHD in re-defining the areas.
- Present drafts of both documents to the AHAB at their regular meeting to receive input and additional public comments.
- Prepare final draft of both the Consolidated Plan and Annual Action Plan, incorporating information received at the AHAB public meeting, public hearings, public comments and comments from AHD.

- Provide the AHD with the final draft a minimum of thirty (30) days prior to the BOCC public hearing to approve the CPD and Annual Action Plan for FY 2011/12. The AHD will review and provide any final comments prior to finalization. If no comments, the AHD will authorize the Consultant to submit the final draft for the BOCC public Hearing.
- Prepare submission to HUD using the CPMP tool for the 5-year Consolidated Plan and the FY11/12 Annual Action Plan
- Prepare maps, tables, charts, illustrations and photographs to include in plan.

III. Final Work Products:

The Consultant is responsible for submitting 4 color copies each of the final Consolidated Plan and Annual Action Plan in 3-ring binders and one (1) unbound and reproducible master hard copy of each document, including maps and graphics, no later than May 12, 2011.

The Consultant will submit a reproducible copy of all maps, graphics, slide presentations, surveys, and photographs to the AHD. Presentation materials, such as display boards, slides, videos, etc., shall be submitted to the AHD.

The Consultant shall provide either on diskette or USB thumb drive all electronic files (Word, Excel or other programs) containing all components of the document, including complete PDF files of the completed CPD and Action Plan.

The Consultant is also responsible for finalizing the digital submission of the Consolidated Plan and Annual Action Plan to HUD using the CPMP tool by the May 12, 2011 deadline.

All deliverables will become property of the Hillsborough County Affordable Housing Department.

IV. Regulatory Requirements:

The Consultant will be responsible for complying with the following regulations as amended.

Code of Federal Regulations Title 24 - Housing and Urban Development;
Part 91 - Consolidated Submissions for Community Planning and Development Programs
Subpart A – General;
Subpart B – Citizen Participation and Consultation;
Subpart C – Local Governments, Contents of Consolidated Plan
Subpart F – Other General Requirements

V. RFP Submission Requirements:

- One original application and five (5) copies.
- Bound in either three-ring or spiral binders.
- If your plan submission is in spiral binders --- the original should be submitted unbound.
- Submitted no later than **Monday, June 28, 2010 at 4:00 pm**
- Applications must be date stamped by the official time clock located in our lobby or recorded as delivered by Fed Ex, UPS or similar courier agency.
- *DON'T WAIT --- IF YOUR PROPOSAL IS READY-- SUBMIT EARLY.*
- Submit your proposal to:

Karen Collins, Senior Planner
Affordable Housing Department
1208 Tech Blvd
Tampa, FL 33619

Failure to follow these instructions will result in application disqualification.

VI. Content Of Proposals:

Title page: Type the name of the Applicant's agency/firm, address, telephone number, name of contact person, date, and the title of the RFP.

Table of Contents: Identify the written material by section and by page number.

- A. Qualifications and Experience.** Demonstrate the experience of the Consultant to perform the necessary work and maintain a strict schedule of performance. Provide a brief overview of the Consultant (team) qualifications, emphasizing similar contracts or projects that required the performance of similar tasks and schedules.
- a. Identify the key personnel and areas of responsibility. Provide resumes and/or portfolios of the key personnel or Consultant Team (if partnering with another organization).
 - b. Demonstrate that the personnel have the knowledge and skills to perform.
 - c. Show Consultant's familiarity with the pertinent regulations and the Consolidated Plan requirements.
 - d. Provide evidence of a minimum of five years experience working with HUD's CDBG, HOME and ESG programs; the Consolidated Planning Process and the CPMP.
 - e. Provide project references in Attachment B.
- B. Participation by Small, Minority, Women or Section 3 Firms.** Consultants that meet any of the following criteria shall be awarded additional points: Small Business, Women owned, Minority owned or Section 3.
- C. Approach to Scope of Work.** Outline the approach that will be utilized to perform the scope of work. Include a description of the proposed work product and proposed work plan with timeline for significant deliverables and accomplishments. Identify resources, personnel, data or other assistance the Consultant anticipates necessary to complete the tasks as required by 24 CRF Part 91, Subpart B.
- D. Budget.** Provide a detail budget outlining tasks or phases, deliverables and proposed cost of services. The County will review budget proposals to determine maximum value, effectiveness, approach and performance of work within a reasonable budget.
- E. Applicant Team Forms.** Complete for members of the team and any partnering Consultants.
- F. Project References.** Provide a minimum of three references.
- G. Sample Work Product.** Provide a sample(s) of you firm's work product not to exceed twenty pages (20). If partnering with another organization for this RFP submission, submit sample work products for each partner.

VII. Evaluation Of Proposals:

The County will evaluate each proposal and consider the need for Consultant interviews. Based upon the written proposals, interviews and the result of references the County will make a decision on the selection of a Consultant that best fits the needs of the County. A rating system will be utilized as outlined below:

Qualifications and Experience	35 points
Approach to Scope of Work	30 points
Budget	30 points
Small, Minority, Women or Section 3 Firm	5 points

VIII. Disclaimer:

The County reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Proposer; 4) award a contract in what it believes to be the best interest of the County; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the County; 6) reject the Proposal of any Proposer who has previously failed to perform properly; 7) reject the Proposal of any Proposer who has failed to complete a contract within the specified timeframe; and/or 8) reject the Proposal of any Proposer that is not in a position to fulfill a resulting contractual obligation. This Request for Proposals (RFP) does not commit the County to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Proposal.

2010 CONSOLIDATED PLAN RFP CHECKLIST

A complete application will include the following items and must be presented in the following sequence:

- ___ Applicant Title Page:
- ___ Application Checklist (signed)
- ___ Table of Contents
- ___ Part A Qualifications and Experience
- ___ Part B Type of Business
- ___ Part C Approach to Scope
- ___ Part D Budget
- ___ Part E Applicant and Team Form
- ___ Part F References
- ___ Part G Sample Work Product

Submitting Organization

Signed By

Submitting Official Title

ATTACHMENT A: Applicant and Team Form

Provide a form for any additional partners/firms to be part of the proposed team.

A. APPLICANT

Applicant Name and Address

Name:		
Address:		
City:	State:	Zip:
Federal Employer Identification Number*:		

Contact Information

Name:	Title:
Phone:	Fax:
E-Mail:	
Relationship to Applicant:	

1. Is applicant a legally formed entity qualified to do business in the State of Florida as of the application deadline?
 Yes No
2. Is the applicant a limited partnership or a limited liability company?
 Yes No
3. Is applicant applying as or in partnership with a non-profit entity?
 Yes No

If "YES", the Applicant must respond to (a) and (b) below. If "NO", skip (a) and (b) below.

(a) Is the Applicant or one of its general partners a 501(c)(3) or 501(c)(4) Non-Profit entity or is the Applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) Non-Profit entity?

Yes No

(b) Does the Non-Profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member or the managing member's interest in the Applicant?

Yes No

If "YES", state the percentage owned in the general partnership or managing member interest: _____ %

(ii) Percentage of Developer's fee that will go to the Non-Profit entity: _____ %

(iii) Provide the description / explanation of the role of the Non-Profit entity below.

(iv) Provide the names and addresses of the members of the governing board of the Non-Profit entity below.

(v) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(b), Internal Revenue Code?

Yes

No

If "YES", state the name of the for-profit entity:

ATTACHMENT B: Project References

1.

PROJECT: _____

Contact Name _____

Address _____

Telephone (____) _____ Email Address: _____

Description _____

Job/Contract Amount \$ _____

Job/Contract Period _____ to _____

2.

PROJECT: _____

Contact Name _____

Address _____

Telephone (____) _____ Email Address: _____

Description _____

Job/Contract Amount \$ _____

Job/Contract Period _____ to _____

3.

PROJECT: _____

Contact Name _____

Address _____

Telephone (____) _____ Email Address: _____

Description _____

Job/Contract Amount \$ _____

Job/Contract Period _____ to _____

ATTACHMENT C: Sample Work Product

Provide a sample(s) of you firm's work product not to exceed twenty pages (20). If partnering with another organization for this RFP submission, submit sample work products for each partner.