

August 22, 2019

## **REQUEST FOR PROPOSAL**

### **GRANT WRITING, ADMINISTRATION, AND IMPLEMENTATION OF HOUSING PROGRAMS**

The City of Corcoran (hereinafter “City”) is soliciting proposals from qualified housing consultants/administrative subcontractors and housing consultant/administrative subcontractor firms to enter into a three (3) year agreement to provide services required for the following activities:

Grant writing, administration and implementation of the City of Corcoran Housing Programs including but not limited to: First-Time Homebuyer Program and/or Housing Rehabilitation Program over a three year period using funds secured through Federal, State, and Local funding sources such as the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, CalHome Program, CDBG or HOME Program Income, and any other housing-related funding that may become available.

The Scope of Work contains the following activities:

Grant Writing and Administration  
First-Time Homebuyer Program – Implementation  
Housing Rehabilitation Program – Implementation

Proposals to perform all activities will be given preference; however, proposals to perform any individual or combination of activities will be considered. Consultants can also submit a proposal to operate programs by any one specific funding source or all funding sources based on preference. Proposals should indicate which activities the Consultant/Contractor proposes to perform.

#### **I. Scope of Work**

##### **A. Grant Writing**

At the direction of the City, Consultants/Contractors will write applications in response to NOFAs released for CDBG, HOME, CalHome, and other possible funding sources as they become available.

B. Grant Administration

Services requested may include:

1. Prepare and submit the general grant set-up package to the appropriate agency (guideline preparation, environmental review, and submittal of other required documents as required by funding source);
2. Provide the City with necessary technical assistance to implement and administer all Grant Agreements;
3. Provide reports to the City on progress and performance of grant budgets included in Grant Agreements or approved amendments;
4. Prepare and submit all required reports and cash requests as outlined in Grant Agreements;
5. Prepare and maintain public information binders, as required; and
6. Prepare and retain all pertinent records and documents sufficient to reflect all charges submitted. Retain such records and documents for a period of five (5) years from the date of final payment.

C. First-Time Homebuyer Program – Implementation

Consultant/Contractor shall assist eligible residents in the purchase of homes in accordance with program guidelines adopted by the City and program regulations. Implementation will occur through the following activities:

1. In conjunction with the City, promote services to ensure community awareness and encourage participation of eligible applicants;
2. Determine eligibility of applicants;
3. Inspect the prospective units and determine eligibility and acceptability of properties selected by applicants;
4. Prepare loan documents on qualified applicants;
5. Submit completed loan document package to the City for approval;
6. Prepare all loan closing documents and ensure proper closing; and
7. Transfer participant files to the City at closing of each loan package.

D. Housing Rehabilitation Program - Implementation

Housing rehabilitation shall be effected in accordance with program guidelines adopted by the City and program regulations. Implementation will occur through the following activities:

1. In conjunction with the City, promote services to ensure community awareness and encourage participation of eligible applicants;
2. Determine eligibility of applicants;
3. Prepare loan/grant documents on qualified applicants and submit completed loan/grant document package to the City for review and approval;
4. Process approved loans/grants to closing;
5. Inspect applicants' homes, recommend type of work to be performed, and prepare work write-ups and necessary plans to accomplish that work;

6. Assist owners to obtain bids from, and select, qualified contractors to perform the City's authorized work;
7. Provide technical support and assistance to owners who will perform the actual rehabilitation work themselves;
8. Monitor the work of authorized contractors and subcontractors;
9. Assist owners to secure labor and material repairs from contractor responsible for construction defects for one year from date of recorded Notice of Completion; and
10. Transfer participant files to the City at closing of each loan package.

E. Budgets

1. Grant Writing – A fee to be negotiated, based on application type and number of activities.
2. Grant Administration – The City of Corcoran will budget up to the maximum percentage available for administration as permitted by funding source or as negotiated if the funding source does not provide funds for General Administration.
3. First-Time Homebuyer/Housing Rehabilitation – Implementation (Activity Delivery) – The City of Corcoran will budget up to the maximum percentage, or amount, available per activity as permitted by funding source.

Actual budgets and tasks will be negotiated after the Consultant/Contractor has been selected, based on grants awarded.

## II. Proposal Requirements

A. Summary of Consultant's/Contractor's qualifications:

1. Briefly relate history and purpose of Consultant/Contractor.
2. State Consultant's/Contractor's policy regarding affirmative action. Service provider will be required to comply with Executive Order 11246 (see Attachment A).
3. Indicate if Consultant/Contractor is a small business, minority- or woman-owned business, and/or Section 3 business.
4. Describe experience in grant writing and successful track record.
5. Describe experience managing CDBG grants, HOME grants, CalHome grants, and/or any additional grants applicable to the Consultant's/Contractor's experience.
6. Describe experience determining income and property eligibility as well as processing loans.
7. Describe construction experience, if any. Include contractor's license number and certify that license is in good standing.
8. State overall qualifications, duties, and availability of project staff to be assigned to this contract.

- B. Grant Writing, Administration, and Implementation experience:
1. Describe Consultant's/Contractor's experience administering and implementing CalHome, and/or CDBG, and/or HOME, and/or other housing related grants.
  2. Describe past performance that demonstrates ability to complete the project in a timely and cost efficient manner.
  3. Describe how the Consultant/Contractor will implement and operate each activity, responding to the various work tasks identified above.
  4. Describe proposed program management and recordkeeping systems. Include samples of reports.
  5. Attach list of jurisdictions where Consultant/Contractor has contracted to administer and/or implement Federal, State, and/or Local Housing Programs.
- C. State the amount Consultant/Contractor proposes to charge for Grant Writing, Grant Administration, and First-Time Homebuyer/Housing Rehabilitation - Implementation (Activity Delivery).
- D. Statement that Consultant/Contractor will provide a Certificate of Insurance for general liability in the amount of not less than \$1,000,000, if selected.

### III. Conflict of Interest

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of any selection committee, any member of the City of Corcoran City Council, or any employee of the City of Corcoran. Any party attempting to influence the Request For Proposal process through ex-parte contact may be subject to rejection of their proposal.

### IV. Selection Process and Evaluation Criteria

The relevant experience of each Consultant/Contractor of each firm will be evaluated as it relates to the Scope of Work. A committee will review the responses to the Request for Proposal and will make a selection recommendation to the City of Corcoran City Council. Proposals will be evaluated based on the criteria and scoring system shown below.

Category	Max. Points
Completeness and thoroughness of proposal and how it relates to meeting the objectives in the RFP	30
Experience and qualifications for Grant Writing, Grant Administration, First-Time Homebuyer-Implementation, and Housing Rehabilitation-Implementation	20
General Consultant/Contractor integrity, experience, references	15
Staffing/Resources to perform work	15
Knowledge of the City of Corcoran	10
Reasonableness of cost	10
<b>TOTAL</b>	<b>100</b>

**V. Conflict Resolution**

Prior to presenting its recommendation, staff shall notify each Consultant/Contractor who has submitted a response of the intended recommendation. A Consultant/Contractor who is not being recommended may file a written protest with the City of Corcoran stating the reason(s) for the protest. If the protestor and the City of Corcoran cannot resolve the conflict, the protestor may request to be heard by the City of Corcoran City Council at the time the recommended award is being considered.

**VI. Award of Contract**

The City of Corcoran City Council will make the final decision and award the contract. The City of Corcoran reserves the right to reject any and all proposals submitted, to request clarification or additional information from competitors, and to waive any irregularity in the proposal as long as City of Corcoran procedures remain consistent with CDBG and HOME procurement procedures. Formal interviews may be conducted.

The City of Corcoran also reserves the right to award a contract to the Consultant/Contractor that presents the proposal which, in the sole judgment of the City of Corcoran, best demonstrates the expertise desired by the City of Corcoran. This Request for Proposal does not represent a commitment on the part of the City of Corcoran to award a contract.

The City of Corcoran shall not be liable for any pre-contractual expenses incurred by the proposer of selected contractor or contractors. The City of Corcoran shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

The following schedule is supplied as a guideline rather than a set of absolute deadlines. The City of Corcoran reserves the right to modify or alter the schedule as needed.

<b>RFP Actions</b>	<b>Date</b>
Availability of RFP	August 22, 2019
Proposal Submission Deadlines	September 23, 2019
Committee Evaluation of Proposals	September 27 – October 7, 2019
Notify Applicants of City’s Recommendation	October 9, 2019
City Council to Award Final Decision	October 22, 2019
Contract Period	February 1, 2020 to February 1, 2023

## **VII. Submission of Proposal**

Please submit five copies of the Proposal by **4:30 p.m. on Monday, September 23, 2019** to:

Kevin J. Tromborg  
Community Development Director  
City of Corcoran  
832 Whitley Avenue  
Corcoran, CA 93212

Questions regarding this Request for Proposal may be directed to Kevin Tromborg at (559) 992-2151 ext. 232 ([kevin.tromborg@cityofcorcoran.com](mailto:kevin.tromborg@cityofcorcoran.com)) or Ma. Josephine D. Lindsey (559) 992-2151 ext. 225 ([Josephine.lindsey@cityofcorcoran.com](mailto:Josephine.lindsey@cityofcorcoran.com))

**Small, minority, and female-owned businesses are encouraged to apply.  
The City of Corcoran is an Equal Opportunity provider.**

Attachment A

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION  
TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY  
(EXECUTIVE ORDER 11246)**

1. The Offeror or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in the percentage terms for the Contractor's aggregate work force in each trade on all construction work in the covered areas, are as follows:

TIMETABLES: November 3, 1980, until further notice

GOALS FOR MINORITY

PARTICIPATION IN EACH TRADE: 23.6% Kings County

GOALS FOR FEMALE

PARTICIPATION IN EACH TRADE: 6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is federally or nonfederally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and nonfederally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform through the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs, U.S. Department of Labor, within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontract; or estimated starting and completion dates of subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is: the City of Corcoran, County of Kings, State of California.