City of Muncie
Office of Community & Development
Request for Proposals: Consolidated Planning Services

- 2020-2024 Five-Year Consolidated Plan
- 2020 Annual Action Plan
- 2020 Analysis of Impediments to Fair Housing Choice

Deadline for Proposal Submission: Wednesday, October 30, 2019 at 8:45 AM

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Section 1: Background

The City of Muncie is in its final year of the current five-year 2015-2019 Consolidated Plan. The City is requesting proposals from qualified and experienced consultant firms or individual consultants to assist in the development of the next five-year 2020-2024 Consolidated Plan. Also included in the scope of work is to assist with the development of the 2020 Annual Action Plan, and 2020 Analysis of Impediments to Fair Housing Choice.

The City of Muncie is located in east central Indiana along the White River. With a population of approximately 68,529, the City of Muncie is the largest city in Delaware County, with a population of 114,772 (ACS Annual Estimates, 2018).

The City of Muncie is a Community Development Block Grant (CDBG) and HOME entitlement community, but not a recipient of HOPWA from the US Department of Housing and Urban Development. In Program Year 2019, the City of Muncie received $1,100,495.46 in Community Development Block Grant funds and $393,858.00 in HOME funds.

Section 2: Project Deliverables

1. **2020-2024 Consolidated Plan**
   
The selected consultant will work with City staff on the development of the 2020-2024 Consolidated pursuant to 24 CFR Part 91 and the IDIS Consolidated Template. The 2020-2024 Consolidated Plan must be submitted to the US Department of Housing and Urban Development no later than May 15, 2020. The period of this Consolidated Plan is June 1, 2020 to May 30, 2024. The Consolidated Plan will be a document that helps direct CDBG expenditures annually. The Consolidated Plan must meet all federal regulations and follow the HUD guidance for the eCon Planning Suite, including but not limited to 24 CFR Part 91, and HUD CPD Notice 12-009, Consolidated in IDIS Desk Guide, etc.

2. **2020 Annual Action Plan**
   
The 2020 Annual Action Plan is adopted prior to the beginning of each program year and identifies the projects and programs the City plans to fund and implement, in conformance with the Consolidated Plan. Entitlement program funds are appropriated in the Annual Action Plan to programs and activities that meet the Consolidated Plan goals. There are five Annual Action Plans that will be administered under the 2020-2024 Consolidated Plan.

   The 2020 Annual Action Plan must be developed in accordance with 24 CFR 91.220 and other HUD requirements and guidance. Preparation of the 2020 Annual Action Plan is within the scope of services under this RFP and shall coincide with the submittal of the Consolidated Plan.

3. **2020 Analysis of Impediments to Fair Housing Choice**
   
The Consolidated Plan regulations (24 CFR 91) require each state and local government to submit a certification that it is affirmatively furthering Fair Housing. As discussed in the Fair Housing Planning Guide from HUD, the purpose of the Analysis of Impediments to Fair Housing Choice (AI) is broad and covers the full array of public and private policies, practice and procedures affecting housing choice. The AI:
The Consultant will develop the AI in accordance with 24 CFR 91, the HUD Fair Housing Guide, and other HUD guidance. Preparation of the 2020 AI is within the scope of services under this RFP and shall coincide with the submittal of the Consolidated Plan.

**Section 3: Scope of Work**

The selected consultant will be responsible for assisting the Community & Redevelopment Department staff with the development of the five-year 2020-2024 Consolidated Plan, 2020 Annual Action Plan, and the 2020 Analysis of Impediments to Fair Housing Choice, including all narratives, data tables, and other plan elements.

All project deliverables must be prepared and meet federal regulations and guidance provided by HUD. The planning process shall be led by the consultant, with assistance from City staff, and include the following components:

1. **Data Collection, Research and Analysis**

   Data collection, research and analysis to understand and communicate the demographic, economic, and housing conditions of the community for each of the project deliverables, as applicable. The consultant must use data from a variety of sources and present it in the tables required by the eCon Planning Suite required by HUD. Additional tabulations and maps needed to assess and present a comprehensive assessment of community needs and market conditions must also be included. When appropriate, comparisons with national and state data that assists in developing the recommended projects and activities in all project deliverables should be included. The consultant should provide a summary of all data used in the various plan deliverables.

   As part of the project scope, the selected consultant must review and consider the following in the development of the project deliverables:

   - Past and present Community Development Block Grant plans, including past Consolidated Plans, Annual Action Plans, Neighborhood Revitalization Plans, Housing Needs Assessments, and Analysis of Impediments Assessments
   - Other City Plans and Projects, including the Comprehensive Plan, Tax Increment Financing (TIF) Plans, Neighborhood and Area Plans, etc.
   - Information on past and current Community Development programs, policies and related materials, including but not limited to residential rehabilitation, purchase assistance, parks projects, etc.
   - Copies of Zoning, Subdivision and other land use regulations
2. **Community Outreach and Public Hearings**
   - The consultant will be required to plan and coordinate all public meetings and public hearings associated with all project deliverables
   - The consultant will be responsible for conducting meaningful community outreach and engagement, as required by HUD, with stakeholders for all project deliverables, including outreach to and engagement with citizens, city staff members from various departments, the Muncie Housing Authority, nonprofit and other agencies, neighborhood leaders, elected officials, etc.
   - Regular (weekly, bi-weekly) meeting with City staff expected for the duration of the project

3. **Goal Development and Strategic Planning Outcomes**
   The consultant will be responsible for establishing the strategic vision of the Consolidated Plan, Annual Action Plan, and AI based on data collection, research, and analysis, and public feedback. Additionally, the consultant will be responsible for developing the following for all project deliverables:
   - Development and definition of goals to address community needs and gaps
   - Development and definition of projects and activities to meet the needs of the community
   - Priorities for the allocation of funding resources

In addition to defining the geographic boundaries and establishing priorities for the Consolidated Plan, the consultant will also be responsible for recommending target neighborhoods for Annual Action Plans under the 2020-2024 Consolidated Plan.

4. **Additional Requirements**
   - All deliverables, processes, and planning methods must be developed in accordance with HUD rules and regulations;
   - Consultant will assist with any modifications required by HUD if any of the final deliverables are not approved upon initial submission;
   - Consultant must respond to all requests from city staff in a timely manner

All project deliverables, including the 2020-2024 Consolidated Plan, 2020-2024 NRSA Plan, 2020 Annual Action Plan, and 2020 Analysis of Impediments to Fair Housing Choice must be consistent in the overall vision, goals and objectives. Additionally, the Consolidated Plan, NRSA Plan, and Annual Plan should reflect the Analysis of Impediments to Fair Housing.

**Section 4: Timeline**

All project deliverables, including the 2020-2024 Consolidated Plan, 2020 Annual Action Plan, and 2020 Analysis of Impediments to Fair Housing Choice must be completed and available for public comment no later than March 1, 2020 and submitted to HUD no later than May 15, 2020. A tentative schedule with key milestones is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Request for Proposals (RFP)</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>October 30, 2019 at 8:45 AM</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Proposals Opened at BOW Meeting</td>
<td>October 30, 2019 at 9:00 AM</td>
</tr>
<tr>
<td>Select Consultant</td>
<td>November 6, 2019</td>
</tr>
<tr>
<td>Consultant Commences Work</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>Draft Plan Due from Consultant</td>
<td>March 1, 2020</td>
</tr>
<tr>
<td>Plan Released for Public Comment</td>
<td>March 15 to April 6, 2020</td>
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<tr>
<td>(30 days minimum)</td>
<td></td>
</tr>
<tr>
<td>Presentation to City Council</td>
<td>April 6, 2020</td>
</tr>
<tr>
<td>Final Consolidated Plan and Other</td>
<td>May 15, 2020</td>
</tr>
<tr>
<td>Deliverables Submitted to HUD</td>
<td></td>
</tr>
</tbody>
</table>

**Section 5: City Staff Participation**

While the consultant will work under the general direction of the Assistant Director for the Office of Community Development, the City has limited professional staff capacity to support the project and will rely on the consultant’s experience to ensure that all necessary components of the project are completed in a timely manner and submitted to HUD by the necessary deadlines.

The City will provide a list and contact information for local nonprofits, other agencies and neighborhood organizations. Additionally, City staff will assist with room reservations for public meetings.

**Section 6: Proposal Requirements**

In order to be considered a complete proposal by the City of Muncie Board of Public Works, the following contents must be included in the proposal:

1. **Cover Letter**

   Cover letter on the firm’s letterhead signed by an authorized representative to contractually bind the firm to the proposal, highlighting the firm’s qualifications and experiences, detailing the Consultant’s ability to respond to all requirements outlined in the document.

   Minority, women, or disadvantaged business enterprises are encouraged to apply. Please indicate if your organization is one of these types of businesses.

2. **Firm Information**

   Provide a description of your firm, including but not limited to:
   - Name
   - DUNS Number
   - Address(es) of the offices of the firm
   - Name of the principal(s) of the firm
   - Contact information of a representative of the firm authorized to discuss the proposal
   - Statement of whether there are any ongoing, pending, or potential legal actions against the firm

3. **Consultant Qualifications**

   - Description of your firm and its capabilities
   - Background of your firm’s direct experience in providing consulting services for HUD plans, including five-year Consolidated Plans, Analysis of Impediments to Fair Housing
Assessments, and Annual Action Plans. Include your experience with HUD’s Consolidated Planning tool and eCon Planning Suite within IDIS

- List of principal(s) and other consulting team members, including an organizational chart showing staff involved in the project and their respective assignments. Provide appropriate background information for each person and identify his or her responsibilities.
- Provide Resumes of principal(s) and other consulting team members
- Provide a detailed list of a minimum of three (3) references including a contact name, email address, and telephone number for organizations or businesses for whom you have performed similar work
- A breakdown of the percentage of work to be performed by each consultant/sub-consultant team member as part of this contract
- Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of this project

4. Project Approach

- Narrative that includes the consultant’s understanding of the purpose of the various project deliverables in this RFP
- Discussion of previous experience with Consolidated Plans, Annual Action Plans, and AI Assessments, and other housing analysis efforts and how lessons learned through those projects will be used in this project
- Detailed discussion of the items listed in the “Consultant Qualifications” above with elaboration on how the consulting team meets those qualifications
- In addition to the public meetings required by HUD, description of proposed elements for public outreach and engagement, including but not limited to stakeholder interviews, focus groups, surveys and other methods for obtaining public input
- Specific project task descriptions, associated outcomes/deliverables and corresponding budget
- A separate allocation of travel, supplies, and any contingency costs per project task item
- Ability to complete the work within the anticipated schedule and budget. All project deliverables must be completed and submitted to HUD by May 1, 2020

5. Fees

The cost of services is one of the factors that will be considered in awarding this contract. Please provide a detailed breakdown of your proposed fees for this engagement. Provide an estimated for each task described in the scope of work for all project deliverables.

Section 7: Proposal Evaluation Process/Criteria

A selection committee will be established to review the proposals. The following criteria will be used to evaluate the proposals:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Consultant’s project approach and overall understanding of City’s needs and HUD requirements for the project deliverables, presented in a comprehensive but straightforward manner</td>
<td>45%</td>
</tr>
<tr>
<td>Experience with HUD’s eCon Planning Suite and the requirements for building a Plan with HUD’s Integrated Disbursement and Information System (IDIS)</td>
<td>15%</td>
</tr>
</tbody>
</table>
Qualifications of the firm and experience in providing the HUD required project deliverables, as exemplified by past projects | 15%
---|---
Experience and qualifications of the principal(s) and other personnel assigned to the project | 10%
Cost of Services | 10%
References | 5%

Schedule is not included in the evaluation criteria, as it is expected that the selected consultant will work within the timeline established in Section 4: Timeline.

**Section 8: Proposal Submission**

A minimum of four (4) hard copy proposals must be submitted to the office of the City Clerk, 300 N. High St., Muncie, IN and an electronic copy should be emailed to clerk@cityofmuncie.com, City Clerk, no later than Wednesday, **October 30, 2019 at 8:45 AM**.

The proposals will be opened on October 30, 2019 at 9:00 AM at the Board of Public Works meeting. Consultants are encouraged to make their submission prior to the 8:45 AM deadline to avoid last minute technical difficulties that could result in a late submission that is rejected.

**Section 9: Project Budget**

This Request for Proposals is being solicited under a fixed-firm price. The total maximum budget for this project and all deliverables is $75,000.

**Section 10: Amendments**

The City of Muncie reserves the right to amend this Request for Proposals by an addendum at any time, prior to the date set for receipt of proposals. Addendums will be posted on the City of Muncie’s website as soon as they are available and shall be the responsibility of the consultant to obtain all addenda.

**Section 11: Consultant Acceptance of the Request for Proposals**

By submitting a proposal in response to this Request for Proposals, the Consultant accepts all of the conditions described in this Request for Proposals, including the Professional Services Agreement and agrees to abide by all final decisions made by the City.

**Section 12: RFP Disclosures**

The City of Muncie is releasing this Request for Proposals with the intention to award a contract to prepare all project deliverables. Consultants responding to this RFP are doing so with full disclosure, understanding and acceptance of the following:

- Submissions not conforming to the standards outlined in this RFP will be rejected
- The City of Muncie reserves the right to reject any or all submissions, in whole or part, for any reason
- City of Muncie may change the scope of work or selection process at its discretion at any time, following the process established in Section 10 Amendments
• The City of Muncie may cancel or postpone any aspect of this project within the bounds of the Consultant contract
• The City of Muncie is not responsible for any costs incurred by Consultants in the preparation, submission, or subsequent discussion of this RFP
• Recommendations made by the review committee or approvals made by the Muncie Board of Public Works with respect to this project are final.
• Following award of the contract by the City of Muncie Board of Public Works, all RFP submissions are considered public records

Section 13: Staff Contact
All questions regarding the RFP should be directed to:
Monique Armstrong, Assistant Director for Community Development
(765) 747-4825 marmstrong@cityofmuncie.com