

**REQUEST FOR PROPOSALS FOR  
PROFESSIONAL GRANT CONSULTING SERVICES  
COMMUNITY DEVELOPMENT BLOCK GRANT/  
HOME PROGRAMS**

PROPOSALS ARE DUE ON OR BEFORE:

June 26, 2013

BY 11:00 AM

Send Responses to:

Township of Gloucester  
Office of the Township Clerk  
Rosemary DiJosie  
1261 Chews Landing Road  
P.O. Box 8  
Blackwood, NJ 08012

**REQUEST FOR PROPOSALS FOR PROFESSIONAL GRANT  
CONSULTING SERVICES  
COMMUNITY DEVELOPMENT BLOCK GRANT/HOME PROGRAMS**

**CONTRACT TERM: JULY 1, 2013 THROUGH DECEMBER 31, 2013**

**1.0 PURPOSE**

The Township of Gloucester is seeking proposals from qualified consultants for the provision of technical assistance in the following aspects of the Community Development Block Grant Program and HOME Program (“Programs”):

**SCOPE OF SERVICES:** The Consultant shall, as authorized, undertake the necessary analyses, applications and related activities to accomplish the following activities:

**I. GENERAL ADMINISTRATION - CONSULTANT SERVICES**

- A. Consultant agrees to provide general assistance and recommendations to the Township and its administrative agents in matters relating to the administration and execution of its Community Development Block Grant and HOME Programs, as well as other CDBG-related programs, including the Housing Rehabilitation Program, the Public Facilities Program, staff training, internal project file monitoring, CHDO Project planning, implementation services and project activity support
- B. Meet weekly with staff of the Office of Community Development to review program progress and program regulations.

**II. 2011 and 2012 ANNUAL ACTION PLANS**

- A. Provide assistance in compiling eligibility documentation in accordance with HUD regulations for 2011 and 2012 funded projects, including National Objective determinations
- B. Provide assistance in preparing for Department of Housing & Urban Development program monitoring of CDBG & HOME projects, including the Housing Rehabilitation Loan Program
- C. Provide assistance with updates to the IDIS system to ensure all projects include required activity descriptions, locations, and beneficiaries
- D. Provide assistance in preparing a written procedures manual outlining implementation procedures for submittal to HUD at project monitoring
- E. Provide assistance in the preparation of a system of reporting and recordkeeping that includes the periodic updating of data in the IDIS and the establishment and maintenance

of activity records sufficient to demonstrate that each activity meets the regulatory requirements of the CDBG program

### III. 2013 ANNUAL ACTION PLAN

The consultant will assist in the preparation of the Annual Action Plan consisting of the following information, to be submitted using the most up to date version of the CPMP Tool in accordance with instructions prescribed by HUD.

A. General:

Executive Summary ; General Questions; Managing the Process; Citizen Participation; Institutional Structure; Monitoring; Lead-based Paint

B. Housing

Specific Housing Objectives; Needs of Public Housing; Barriers to Affordable Housing; HOME

C. Homeless

Specific Homeless Prevention Elements

D. Community Development

Community Development; Antipoverty Strategy

E. Non-Homeless Special Needs Housing

Non-Homeless Special Needs; Housing Opportunities for People with AIDS

F. Project Activity Forms

Triad will complete individual Activity Forms in the CPMP Tool for each activity to be undertaken.

G. Forms and Certifications, including Standard Forms (424), Certifications, Specific CDBG Certification, Specific HOME Certification and Appendix to Certifications.

H. Description of the Consultation and Citizen Participation Process

### IV. 2013 ENVIRONMENTAL REVIEW RECORD

The Consultant shall prepare an Environmental Review Record for the community acceptable for HUD approval and release of Community Development Program funds. The Environmental Review Record will include, as applicable:

A. A description of the project to which it relates.

B. Documentation showing each step in the Environmental Review process as follows:

1. Determination of existing conditions;
2. Identification of environmental impacts;
3. Examination of identified impacts;
4. Consideration of project modification;
5. Consideration of alternative projects.

- C. Documentation that the findings have been made and are supported by the Environmental Review Record.
- D. Documentation that the required steps in the Environmental Review process have been followed.
- E. Description of the existing environmental conditions.
- F. A copy of the publication of Notice of Request for Release of Funds.
- G. A copy of the Request for Release of Funds.
- H. The Consultant may meet with the community's Certifying Officer to review the Environmental Review Record prior to the Certifying Officer executing the Environmental Certification.

## V. 2012 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

The Consultant shall prepare the Consolidated Annual Performance and Evaluation Report (CAPER) for the community acceptable for HUD approval including the following:

- A. General
  - 1. Executive Summary
  - 2. General Questions
  - 3. Managing the Process
  - 4. Citizen Participation
  - 5. Institutional Structure.
  - 6. Monitoring
  - 7. Lead-based Paint
- B. Housing
  - 1. Housing Needs
  - 2. Specific Housing Objectives
  - 3. Public Housing Strategy.
  - 4. Barriers to Affordable Housing
  - 5. HOME
- C. Homeless
  - 1. Homeless Needs
  - 2. Specific Prevention Elements
- D. Non-Homeless Special Needs Housing
  - 1. Non-Homeless Special Needs.
- E. Community Development
  - 1. Community Development
  - 2. Antipoverty Strategy

## VI. PROGRAM INCOME DOCUMENTATION

- A. Provide assistance with documentation of use of Program Income in accordance with HUD regulations

## VII. PUBLIC NOTICE DOCUMENTATION

- A. Provide assistance with compliance with public notice documentation in accordance with HUD regulations

## VIII. HUD PROJECT MONITORING

- A. Provide assistance in preparation for and attend 2013 HUD Project Monitoring.
- B. Assist with preparation of responses, as needed, to Findings and Concerns noted in HUD Project Monitoring.

## 2.0 TIME OF PERFORMANCE

All services of the consultant shall be completed in accordance with timing requirements of the program and the directives of HUD. The period of this contract will be six (6) months from July 1, 2013 to December 31, 2013.

## 3.0 PROPOSAL REQUIREMENTS

3.1 The consultant shall provide to the Township the name or names of employees that will be assigned to service the Township of Gloucester account. Said employee(s) must have a minimum of five (5) years' experience in the Community Development Block Grant and HOME Programs and related State and Federal community and economic development programs. Examples of work completed by the assigned employee(s) must be listed as part of the proposal. A list of clients that said employee(s) service must be submitted with name and address of said clients furnished so that they may be contacted for verification of the employee's credentials and ability to perform.

The consultant shall also provide to the Township a list of communities and grants in which they have been successful for housing and urban development, environmental preservation and planning assistance, with particular emphasis on New Jersey communities.

3.2 Description of any other factors the proposing party believes is relevant to its ability to provide the Township of Gloucester with superior service.

3.3 Proof of Professional Liability Insurance maintained.

## 4.0 DATA TO BE FURNISHED TO CONSULTANT

The Township shall provide the Consultant with information and documentation which the Consultant may require to render properly the services provided for in this Agreement. Such information or documentation may include planning, economic and engineering studies, reports

or analyses; codes and ordinances; environmental assessments; property appraisals; capital improvement and other development plans and programs; data on housing conditions; and current community development activities, maps, correspondence and other pertinent materials.

#### 5.0 BASIS FOR AWARD OF AGREEMENT FOR PROFESSIONAL SERVICES

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

- a. Qualifications of the individual or firms who will perform the service or activity.
- b. Experience and references.
- c. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.

**Respondents shall clearly mark their submittal package with the title of this RFP and the name of the responding firm, addressed to the Township Clerk. The original proposal shall be marked to distinguish it from the copies.**

Respondents are required to submit their expressions of interest, qualifications and experience. **One (1) original and three (3) copies** of the Proposal, INCLUSIVE OF ALL information must be provided to the Township's Purchasing Agent. Proposals must be received by 11:00 am, June 26, 2013. Any proposals received after said opening whether by mail or otherwise, will be returned unopened. It is recommended that each proposal package be hand delivered. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax, e-mail or telephone is NOT PERMITTED. Delivery of a proposal to any other Township of Gloucester Department or office is not acceptable and may result in your bid arriving late in the Clerk's Office. It is the bidder's responsibility to make sure the proposal is delivered to the proper office as listed above.

**The Township of Gloucester reserves the right to reject any proposal that misses the specified deadline.**

**Only those RFP responses received prior to or on the submission date & time will be considered.**

#### **Proposal Opening:**

There will not be a public opening for the Request for Proposal. Submission received, by the date and time of closing, will be opened administratively by respective members of the Township at a time subsequent to the closing.

- d. Cost Competitiveness.

All awards are subject to availability of funds.

## **6.0 PROCEDURE FOR EVALUATION OF RFP'S**

The Township's RFP/RFQ Review Subcommittee will evaluate each submission and selection will be made upon the basis of the criteria listed below:

- a. All proposals shall be evaluated for: 1) compliance with the minimum requirements stated in the RFP and 2) the relative benefits and deficiencies of the proposal as compared to other proposals.
- b. After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the Township, to clarify or verify the firm's proposal and to develop a comprehensive assessment of the proposal.
- c. The Township reserves the right to consider historic information and fact, whether gained from the proposal, question-and-answer conferences, references, or any other source, in the evaluation process.

## **7.0 PROPOSAL SUBMISSION INFORMATION**

### **Submission Date and Time:**

June 26, 2013 – 11:00 am

### **Submission Office:**

Township of Gloucester, Township Clerk's Office