



## **REQUEST FOR PROPOSAL**

### **Five-Year Consolidated Plan Consultant**

#### **Purpose**

---

The purpose of this Request for Proposal (RFP) is to solicit proposals from organizations experienced with the Community Development Block Grant (CDBG) Program to take a lead role in developing the CDBG portion of the New Hampshire Five-Year Consolidated Plan.

#### **Background**

---

Created in 1983, the NH Community Development Finance Authority (CDFA) supports community development, affordable housing and economic development activities that benefit low- and moderate-income people and communities in New Hampshire.

CDFA manages nearly \$25 million in funding resources, which include a combination of state tax credits, federal CDBG and clean-energy funds. We support the development of vibrant and resilient communities by providing financial resources to nonprofits, community development organizations, counties, municipalities, and for-profit businesses. These organizations, in partnership with CDFA, see our work in revitalized downtowns, the building of high quality childcare facilities, supporting the expansion of business to provide job opportunities, the creation of new housing units, investments in clean energy projects and the support and development of a healthy nonprofit sector.

#### **Scope of Services**

---

CDFA will enter Competitive Negotiations with any Bidder that is deemed a Responsible and Responsive Bidder to this RFP. In reference to the background above and to help ensure that the planning effort is successful, CDFA is seeking a proposal to provide the services outlined below.

In summary, the purpose of this Request for Proposals (RFP) is to solicit proposals for consulting services from individuals or firms with expertise and understanding of the U.S. Department of Housing and Urban Development (HUD) as it relates to the Community Development Block Program (CDBG) for the development of a Consolidated Plan (Con Plan) for the State of New Hampshire.

#### **Five-Year Consolidated Plan**

CDFA seeks a qualified professional Consultant and/or entity to conduct activities regarding community economic development and State and regional housing needs to help inform and prepare the CDBG sections of the Five-Year Consolidated Plan for NH's HUD-CDBG Program. The lead Respondents will follow the Consolidated Plan requirements listed in the HUD CPD Notice-12- 009 Desk Guide at <https://www.hudexchange.info/resources/documents/eCon-Planning-Suite-Desk-Guide-IDIS-Conplan-Action-Plan-Caper-Per.pdf>. Please note that this RFP is for the Community Development Block Grant (CDBG) Program portion of the HUD CPD program. The balance of the HUD-CPD program planning is the responsibility of the lead NH agency, NH Housing Finance Authority (NH Housing). The consultant will work for CDFA but in close coordination and collaboration with staff at NH Housing.

Professional services required to be provided under and to be incorporated into the contract to be awarded pursuant to this RFP include, but are not limited to, the following:

1. Review existing public, private and partner agency feedback and data on the priorities of CDBG and implement a plan for specific consultation with additional public, private, and partner agencies in NH (Section PR-10 of the Consolidated Plan).

- a. existing meetings of Committees and Councils with broad representation,
  - b. outreach to CDFA's extensive partner and grantee lists, and
  - c. other outreach tools including but are not limited to surveys, social media, etc.
2. Conduct five (5) regional stakeholder sessions and attend one (1) pre-draft and one (1) post-draft public hearing.
3. Review housing market analysis and other housing market information, to be provided by CDFA to the consultant.
4. Review public facilities needs analysis and feedback and develop and implement a non-housing community-development strategy for NH.
5. Review economic development needs, other economic-development deployment strategies for other rural geographies, as well as feedback from public and regional economic development entities in NH in order to recommend a revised economic-development strategy for NH; review and recommendation to include the following:
  - a. national trends for more efficient resource allocation,
  - b. other CDBG National Objectives (e.g. Slums and Blight--currently NH is using only Low-Moderate Income Jobs) to expand the economic-development funding program,
  - c. CDFA's existing Microenterprise program and other effective Microenterprise deployment strategies from other parts of the country,
  - d. alternative strategies for community economic development in rural areas, including specific models from other rural areas), and
  - e. methods to fund a 'community of practice' - a peer network of community economic development providers in rural areas (including existing regional development corporations, microenterprise providers and possibly other CED entities) that shares business technical assistance capacity-building elements and services using CDBG resources.
6. Update NH's CDBG methods of distribution and scoring:
  - a. review existing [method of distribution and scoring](#),
  - b. research scoring systems from other parts of the country with similar rural characteristics;
  - c. interview long-term grant writers, program administrators and other stakeholders about scoring, and
  - d. provide recommendations and input on a new scoring system for NH.
7. Based on the data analysis, inter-agency consultation, and citizen participation process, develop a five-year strategic plan that fulfills the criteria of the Strategic Plan section (SP-05 through SP-80) of the Consolidated Plan as applicable to the CDBG sections of the Plan.
8. Based on the data analysis, inter-agency consultation, citizen participation process, and newly developed five-year Consolidated Plan, develop the 2021 Action Plan for the State of New Hampshire as applicable to the CDBG sections of the Plan. Enter the data and draft information into IDIS.
9. Facilitate and attend public hearings, analyze public comments, attend meetings with CDFA's Board of Directors, CDFA staff, and HUD, as necessary or requested by CDFA.
10. Provide additional information/responses as needed for the Consolidated Plan until approved by HUD.

CDFA's Housing and Community Development Director will be the main point of contact and will be responsible for the submission of the CDFA-administered CDBG portion of the Five-Year Consolidated Plan for New Hampshire via IDIS. Additional contacts may be assigned.

The selected consultant or entity must propose a plan with specific deliverables that will accomplish the scope of services.

4:00 PM EST **JANUARY 11, 2021** – Proposal submission deadline  
**JANUARY 15, 2021** – CDFA selects consultant or entity  
**APRIL 1, 2021** – Deadline for all activity results and Consolidated Plan sections to be in final draft form. CDFA reserves the right to negotiate this date with the consultant or entity selected.

**MAY 1, 2021** – CDFA submits its portion of the 2021 – 2025 Five-Year Consolidated Plan to HUD (in conjunction with other NH HUD funding partners)

Pre-drafting and drafting activities must take into account the following required timelines:

- One pre-draft public meeting advertised by 30-day published notice
- One post-draft public hearing
- One post-draft 30-day public comment period (will occur within the same 30-day timeframe and published in the same notice). The post-draft 30-day comment period is tentatively scheduled for April 1 – April 30, 2020.

#### CDFA Responsibilities

- Provide existing materials and summary of feedback
- Provide stakeholder contact information
- Publish legal notices in NH's major newspapers in coordination with NH Housing and CDFA's office
- Post online surveys, plans, notices, etc., on CDFA website and social media platforms
- Review drafts submitted by the Consultant in a timely manner to keep to the tight timeline

Only those consultants or entities who meet the following minimum criteria are eligible to submit a proposal pursuant to this RFP.

- Consultant and/or entity must have experience within the last five years in analyzing regional data regarding housing stock, the housing market, economic conditions, infrastructure needs, homeless needs and facilities, or community development needs.
- Consultant and/or entity must have produced a Consolidated Plan, Action Plan, or similar planning reports within the last five years.
- Consultant and/or entity must have experience complying with HUD rules and regulations.

#### **REQUIREMENTS FOR SUBMITTAL**

*Failure to comply with the requirements of this RFP will result in the response not being evaluated.* Each response to the RFP must include and address the items below. Funding for this proposal shall not exceed \$25,000.

- A. Bidder must be qualified to do business in the State of New Hampshire.
- B. A summary of the Bidder, how long it has been in business, its overall practice, names of principals, etc.
- C. Examples of applicable services provided in the last three (3) years similar to that described.
- D. A description of the proposed approach and timing for completion, including the existing program review and plan for how to align goals to evaluation of applications.

- E. An itemized cost proposal for the Services requested, including a not-to-exceed or a flat fee. A cost-plus percentage approach or cost plus fixed fee approach for bidding will not be accepted. CDFA is exempt from state taxes and should not be factored into pricing. There are no applicable prevailing wage rates. Any amounts that are estimates of time or materials must be identified as such and state the amounts and rates that apply Any qualifications or conditions to pricing submitted must be clearly stated in the Proposal.
- F. Resumes of the consultants(s) who would be assigned to provide Services.
- G. Include the name, telephone number, and email address of the individual who will be the principal contact for CDFA.
- H. At least three (3) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number.
- I. Bidder must provide a copy of the Certificate of Insurance that includes the name of professional and workers' compensation insurance carrier and amounts of coverage.
- J. Provide any contractual provisions Bidder requires in contract with CDFA, in the event Bidder is selected.

### **Questions and Submission**

---

Any questions posed by Bidders prior to the response deadline must be submitted in writing or by electronic mail to: Mollie Kaylor, Director of Housing and Community Development at [mkaylor@nhcdfa.org](mailto:mkaylor@nhcdfa.org). Ms. Kaylor will determine whether the response could have a material effect on the Bidder's proposal. If so, both the question and response will be posted on CDFA's website for all potential Bidders to view. If not, the response will be made only to the questioner. In either case, the file will be documented to reflect the result.

### **Deadline**

---

Proposals should be submitted by email no later than January 11, 2021.

New Hampshire Community Development Finance Authority  
Attn: Mollie Kaylor, Director of Housing and Community Development  
14 Dixon Ave, Suite 102  
Concord, NH 03301  
P: 603-226-2170  
E: [mkaylor@nhcdfa.org](mailto:mkaylor@nhcdfa.org)

Subject line to read: CDBG Consolidated Plan RFP Response

Proposals received after the deadline will not be accepted or reviewed for selection.

### **Other Information**

---

CDFA reserves the right to:

- A. Request necessary amendments to the RFP;
- B. Reject any proposal not meeting mandatory requirements;
- C. Award multiple contracts to different Bidders;
- D. Reject all proposals, seek new proposals, and cancel the RFP according to the best interests of CDFA; and

- E. Make investigations regarding qualifications of any or all Bidders as CDFA deems necessary, whether by conducting an independent review or contacting the Bidder for discussions.

In no event will any obligations of any kind be enforceable against CDFA unless and until a written agreement is entered.

**LIABILITY**

CDFA shall not be liable for:

- A. Any costs incurred by the Bidder in the preparation of any proposal;
- B. Any costs incurred by the Bidder for any interview or negotiation relating to this RFP (i.e., travel, accommodations, etc.); or
- C. Any disclosure, whether by negligence or otherwise, of any material or information in any form submitted by any Bidder in response to this RFP.

CDFA is not bound by any terms until CDFA executes a written agreement to memorialize the terms. CDFA may choose to end negotiations at any point in its sole discretion.

**SELECTION PROCESS**

A review team will review and evaluate proposal submissions and assign a numerical evaluation to each proposal submitted. Based upon the outcome of the numerical evaluation, oral interviews may be conducted with Bidder(s) of the highest-ranking proposals. Review committee team members and RFP Bidders shall not have contact, verbal or written, regarding the RFP prior to the interview phase of the process except as provided above.

CDFA may allow the Executive Director to make the final determination of the most advantageous Proposal with or without discussions being held with Bidders or recommendations by the review team. Discussions may be conducted with those Bidders that CDFA deems are Responsible and Responsive Bidders, in CDFA’s sole discretion, via email, phone, or mail.

The award of contract will be made by written notice and delivered by email to the Responsible and Responsive Bidder whose proposal offers the Best Value to CDFA. The Best Value is based on objective and quantifiable criteria of the scoring completed. CDFA has no liability under such award until CDFA executes a written agreement to memorialize the terms, and CDFA may elect not to enter into a contract at any point, in its sole discretion.

**EVALUATION CRITERIA AND SCORING**

Proposals will be evaluated pursuant to the following evaluation criteria:

Proposed Services	≤ 25 points
Overall Qualifications, Relevant Experience, and Expertise	≤ 30 points
Ability to Perform Services	≤ 20 points
Proposed Fee	≤ 25 points
MBE/WBE/NH Firm	5 Bonus Pts