



**CITY OF SAN DIMAS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL CONSULTANT SERVICES  
“CDBG Housing Rehabilitation Program Administration”**

**SECTION 1 – GENERAL INFORMATION**

The City of San Dimas Community Development Department is seeking proposals from qualified firms interested in providing professional consulting services for the purpose of assisting the City in administering the CDBG Housing Rehabilitation Program. It is imperative that these services are consistent, compatible, and complimentary to the HCD rules and regulations.

The Community Development Department expects to award the contract by November 8, 2013.

**Proposal Inquiries and Submittal**

Inquiries and Submittals shall be directed to Ann Garcia by phone (909) 394-6282 or e-mail [agarcia@ci.san-dimas.ca.us](mailto:agarcia@ci.san-dimas.ca.us).

The proposal must be received at the City of San Dimas, Community Development Department, 245 E. Bonita Avenue, San Dimas, CA 91773, Attn: Ann Garcia, no later than **5:00 P.M. on October 30, 2013**. Proposals submitted after that date and time will not be accepted. Proposals may be emailed.

All proposals become part of the public file for the project, without obligation to the City of San Dimas. The City reserves the right to reject any or all proposals for good cause and in the public interest. Firms responding to this RFP do so solely at their expense, and the City of San Dimas is not responsible for any expenses associated with the preparation of the proposal.

**All Envelopes and Emails must be clearly marked:  
CDBG Housing Rehabilitation Program - CONSULTANT SERVICES RFP**

## **SCOPE OF SERVICES**

All work items will be carried out in conjunction with City staff direction, input, and review.

### **TASK 1 – PROGRAM MANAGEMENT**

The City is seeking the services of a professional consultant or consulting firm to provide assistance with CDBG project implementation and administration. The assistance to be provided will ensure proper and timely expenditure of the program funds.

#### **General CDBG Administration:**

1. Provide support to City staff in regards to the annual Planning Summaries, project contracts, and any necessary contract amendments.
2. Assist the City in the development of guidelines and standards for the programs.
3. Prepare and submit quarterly reports for CDBG programs.
4. Keep the City informed of any updates/changes in County/HUD requirements.
5. Develop and maintain all necessary documentation for CDBG monitoring and Single Audit.
6. Establish a program filing system and record-keeping procedure consistent with HCD requirements
7. Assist County monitors during program performance reviews and Single Audit.
8. Provide Davis-Bacon monitoring and contract compliance for CDBG-funded construction projects as needed.

#### **Housing Rehabilitation Program:**

1. Review and process applications from start to finish.
2. Assist with preparation, execution and implementation of contractor contracts.
3. Monitor project implementation, progress, expenditures and performance goals.
4. Provide City staff with all necessary financial documents (i.e. demands) for all expenditures.
5. Maintain an application request list and follow up with residents that request applications on a monthly basis as needed to determine the status of their interest and provide assistance.
6. Submit data in LACDC on-line system.
7. Prepare and submit monthly reports to the City.

#### **Youth Scholarship Program:**

1. Provide assistance to the City staff who manage the day-to-day operations of the program in regards to the program's progress with performance goals and requirements.

## **Specifications for Proposal Submittal**

The following minimum information is required of all proposals:

- Name and address of firm; name and address of contact person.
- Brief introduction to the consultant firm and summary of project as understood by the firm.
- Experience providing similar scope of service to municipalities.
- Organizational chart applicable to this project, identifying the project manager, key personnel, and supporting staff to be assigned to this project, if contracted. Specific responsibilities of each person should be detailed.
- Qualifications and resumes of all persons to be assigned to the project, if contracted, and description of their experience in CDBG program implementation and administration.
- References.
- Work Plan for completing Scope of Services.
- Cost and personnel breakdown for project tasks and major elements of the project.
- Work tasks and time schedules.

The following provides detailed explanations of items listed above:

### **Personnel Qualifications**

The City is interested in knowing the applicable background and experience of project team members in working in CDBG program implementation and administration, with emphasis on current City programs listed under Scope of Services. Firms may provide brochures and descriptive materials that provide information of such experience. The City requests a list of client references, including descriptions of the work performed, dates of work performed, contact persons, and telephone numbers.

A project manager must be designated to be responsible for day-to-day progress and serves as the City's contact.

### **Work Plan**

The work plan should delineate the proposed approach of completing the tasks set forth in the Scope of Services. Proposals should indicate procedures and methods of analysis that will be used to properly implement the program. Firms should address any problems that they envision to be associated with the project, citing specific suggestions for avoiding these problems. In addition, the work plan should identify how the firm, if contracted, plans to interact with the public, applicants, City staff, CDC and/or HUD (i.e. office hours).

### **Costs and Personnel Breakdown**

The proposal should include the proposed staff hourly rates, plus overhead, travel and additional project costs, along with a "not to exceed amount" per program year for the program described above.

Proposal content and price quotations must remain firm and irrevocable for 120 days following the submission date.

### **Deadline for Submittal**

Proposals must be complete and submitted in a sealed envelope or emailed to:

Ann Garcia  
City of San Dimas  
Community Development Department  
245 E. Bonita Avenue  
San Dimas, CA 91773  
EMAIL: [agarcia@ci.san-dimas.ca.us](mailto:agarcia@ci.san-dimas.ca.us)

The filing deadline for submitting proposals is **5:00 p.m., Wednesday, October 30, 2013**. Proposals received by the City after this time will not be accepted.

## **IV. Evaluation Process and Criteria**

### **Selection Criteria**

Evaluation of proposals shall be based upon a competitive selection process. In reviewing and evaluating the submitted proposals, the City will consider the following criteria:

1. Background, experience, and qualifications of the firm in CDBG program implementation and administration.
2. Familiarity with the City of San Dimas CDBG Programs.
3. Thoroughness of understanding of the Scope of Services.
4. Proposed work plan, time frame, and approach for completing the project.
5. Capabilities and demonstrated technical proficiency of staff.
6. References.
7. Demonstrated ability to perform tasks in a timely and efficient manner.
8. Quality of written work.
9. Cost.

The most qualified firm, as evidenced by the submitted proposals, and as judged by the review committee, will be selected with the final terms and scope of the contract to be determined on the basis of negotiations between the City and the selected firm.

The process shall include the approval of a Professional Services Agreement by the City. After the selection, all other firms will be notified of the decision. Prior to the award of any work, the City and the selected consultant firm shall enter into a written agreement.

***The City reserves the right to waive any minor and/or technical submittal requirements if it is in the City's best interest to do so.***

**General Information**

1. All proposals will remain the property of the City and will not be returned.
2. This solicitation for proposals is not construed as a contract of any kind.
3. The City reserves the right to request additional information from any and all applicants.
4. The City reserves the right to reject any or all proposals.
5. All late or incomplete proposals will not be considered. The City shall have sole discretion in determining the completeness of each proposal.
6. The City is not responsible for any pre-contractual expenses incurred by firms responding to this RFP.
7. Unless specifically prohibited in the proposal, the City may contact past clients for references.
8. The terms and scope of the contract will be determined based on negotiations between the City and the prospective consultant. If the City and prospective consultant fail to reach a contractual agreement, the City may negotiate with any other top-selected consultant.
9. After selection of the consultant, all applicants will be notified of the City's decision.
10. The selected individual or firm must comply with all federal requirements and regulations.

**V. Additional Documents**

The following documents have been attached to this document:

1. Information sheet on the Housing Rehabilitation Program.