



**CITY OF HOUSTON
ADMINISTRATION & REGULATORY AFFAIRS
DEPARTMENT
S22-Q23382
NOTICE OF INFORMAL REQUEST FOR PROPOSALS**

Date: August 10, 2009

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002
(832) 393-8726
(832) 393-8758 Fax

GENERAL TERMS & INSTRUCTIONS

The City of Houston's Housing and Community Development Department ("Authority") is soliciting proposals from qualified professional firms to perform a review of existing procedures and prepare new procedures in connection with the administration of the Housing assistance program under the Home Investment Partnership (HOME), Community Development Block Grant (CDBG), Tax Increment Reinvestment Zone (TIRZ) and bond funds.

Please review the Scope of Work/Services below. If you should have additional questions regarding this informal RFP or believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of this RFP, please submit your response to **Ray DuRousseau, Deputy Assistant Director**, via one of the following methods listed below by: **Monday, August 26, 2009 at 3:00 p.m. CST:**

E-mail (preferred method): ray.durousseau@cityofhouston.net

Fax Number: (832) 393-8758

Mail: City of Houston
Strategic Purchasing Division (Suite B400, Room B402)
901 Bagby Street
Houston, Texas 77002

Pre-Proposal Conference: There will be no pre-proposal conference. Prospective proposers needing additional information/clarification to this request for proposal (RFP) are requested to e-mail questions to **Robert Taylor** at [robert\(Bob\).taylor@cityofhouston.net](mailto:robert(Bob).taylor@cityofhouston.net). The deadline for submitting questions is Monday, **August 21, 2009 at 2:00 p.m. CST. No questions will be accepted after August 21, 2009.** All relevant questions will be answered via letter of clarification to this RFP, posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFP.

SCOPE OF WORK/SERVICE

- 1.0 The City is requesting proposals from qualified and experienced professional firms to perform a review of existing procedures and prepare new procedures, as necessary, in connection with the administration of the Housing assistance program under the Home Investment Partnership (HOME), Community Development Block Grant (CDBG), Tax Increment Reinvestment Zone (TIRZ) and bond funds. The selected professional firm must be capable of fully mobilizing to begin reviewing existing procedures on or before **September 1, 2009**, using its own facilities, staff and equipment. The services to be provided include, but is not limited to the following:
 - 1.1 Assist with the review, documentation, edit, and/or complete rewrite of department policies and procedures.
 - 1.2 Provide the necessary/required expertise regarding HUD HOME Investment Partnership Grant regulations to review written City of Houston policies, procedures, checklists, contracts, and forms to ascertain that they are consistent and comply with regulations, identify deficiencies and follow-up



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to make sure changes bring the product into compliance. Also, provide expert review for compliance with applicable procurement procedures including applicable OMB circulars, local, state and federal regulations, etc.

- 1.3 Provide the necessary/required expertise regarding the HUD Community Development Block Grant (CDBG) regulations to review written City of Houston policies, procedures, checklists, contracts and forms to ascertain that they are consistent and comply with regulations; identify deficiencies and follow-up to make sure changes bring the product into compliance with the aforementioned requirements. Also, provide the necessary/required expertise to review for compliance with applicable procurement requirements including applicable OMB circulars, local, state and federal regulations, etc.
- 1.4 The professional consultant shall be required to assist in the rollout of policies and procedures by providing training to the HCD staff.
- 1.5 The estimated number of policies and procedures is 108.

2.0 QUALIFICATIONS

- 2.1 The consulting firm must have a proven track record of providing guidance to municipalities and agencies engaged in HUD regulated grants management.
- 2.2 The consulting firm must be a member of the HUD College of Experts (COE), the Community Development Technical Assistance (CDTA) Program.

3.0 GENERAL REQUIREMENTS

- 3.1 All proposals must conform to requirements outlined herein. The Authority reserves the option to require oral presentations of proposals or to request additional information from selected candidates.
- 3.2 The Authority reserves the right to select the candidate determined to be the most responsive and responsible and, in the judgment of the Authority, best meet its needs for the specified services. The Authority further reserves the right to negotiate all terms of the contract(s) including price.
- 3.3 Proposals must list the name(s), agency(ies), contact person, telephone numbers, resumes and profile of expected participants in the implementation of these services. There may be subsequent instructions, if any, issued to the selected contractor in connection with the final process.

4.0 PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY

- 4.1 The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex, or national origin must be met by the Contractor.



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- 4.2 The Contractor must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975, and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990.
- 4.3 The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs must be met by the Contractor.
- 4.4 The Contractor must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's businesses in connection with federally funded programs.

Required Documents:

The documents listed below must be provided with the proposal:

- Licenses and certifications.
- Resumes of key personnel/proposed staff.
- Three client references, which proposer has performed similar services.
- Brief overview of the company's experience and qualifications in providing the requested services and an explanation of the proposer's understanding of the work that must be accomplished.
- Proposed methodology/strategy to perform the services requested.
- Proposed Fee Schedule (**Must be submitted in a separate sealed envelope marked "Pricing"**).
- Required forms identified in the table below.

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
Pay or Play Acknowledgement Form & Certification of Agreement to Comply with Pay or Play
All Applicable Licenses/Certifications as Required in Scope of Work/Specifications
Conflict of Interest Questionnaire

Evaluation of each proposal shall be done in the following order:

- Expertise/Experience/Qualifications – 40%
- Proposed Strategy - 30%
- Sufficient Staff to proceed upon issuance of the notice to proceed – 15%
- Knowledge of the City of Houston's housing guidelines, Federal housing regulations, CDBG, TIRZ and Bond funds – 10 %
- M/WBE Participation – 5%



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Attachments: 1) Non-Collusive Affidavit Form
2) Contractor Clearance Form

Required forms attachments can be found on the e-bid website under solicitation S22-Q23382.