

City of Cleveland
Justin M. Bibb, Mayor
Department of Community Development
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Request for Qualifications

Professional Services for Community Development Programs:

- Compliance Augmentation
- Contracting Augmentation
- Staff Training
- Project Technical Assistance
- Policy Technical Assistance
- Project Services

Issued: Friday, September 2, 2022

Responses Due: Friday, October 7, 2022

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Introduction

The City of Cleveland's Department of Community Development ("CD") invites interested consultants to submit qualification to perform compliance augmentation, contracting augmentation, technical assistance, training and project services.

This request is to provide high level of customer services and efficiency and minimize the high level of turnover that has negatively impacted the Department.

For a comprehensive summary of the desired professional services, please review the scope of work.

Qualified consultants shall be invited to submit pricing for the above mentioned services

Anticipated Timeline

Listed below are specific and estimated dates and times of actions related to this Request for Qualifications ("RFQ"). The actions with specific dates must be completed as indicated unless otherwise changed by the City of Cleveland ("City"). In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFQ. There may or may not be a formal notification issued for changes in the estimated dates and times.

Milestone	Timeframe
RFQ Solicitation	September 2, 2022 through October 7, 2022
Deadline for Questions to mwackers@clevelandohio.gov	September 23, 2022
City distribution of responses for Consultant RFQ Clarifications	September 26, 2022
Consultant Qualifications Due	Close of Business on October 7, 2022

Definitions

The following definitions are used throughout the RFQ:

- **Client or City** means City of Cleveland, Ohio.
- **Consultant** means a firm, company, organization or team submitting a proposal in response to this RFQ.
- **CDBG** means Community Development Block Grant
- **HOME** means Homeownership Partnership Grant
- **ESG** means Emergency Solutions Grant

Professional Services for CDBG, HOME and ESG

Scope of Work

The City of Cleveland (the “City”), is seeking consultants to submit qualification for the following:

A- Compliance Augmentation

1. Provide the ability to perform the following compliance reviews based being considered for an award or having received an award using federal funding:
 - 24 CFR Part 58 Environmental Reviews (NEPA)
 - Section 106 Historic Reviews
 - Davis-Bacon and Section 3 Reviews
 - Uniform Relocation and Acquisition Reviews (URA)

B- Contracting Augmentation

1. Provide the ability to draft contracts based on proposals and City contracting template.
 - Federally Funded
 - City Funded

C- Technical Assistance

1. Provide technical assistance, as requested, related to compliance and contracting requirements for CDBG, HOME and ESG funded programs and projects as well as all associated regulations.
2. Provide technical assistance to staff and subrecipients for Neighborly Integration
3. Recommendation on how to structure the division of administrative services to best support the needs of the department and subrecipients.
4. Audit the Department Policy Manual and provide recommendations for improvement and clarity

D- Staff Training

Creation of a new staff member training plan for each unit.

2. Compliance Overview
3. Contracting Overview

E- Project Services

1. Provide the ability to perform the following:
 - Real Estate Appraisals

- Vacant Land
- Residential structures
- Commercial structures
- ASTM Phase I Report
 - Vacant Land
 - Residential structures
 - Commercial structures
- Rehabilitation Specification Writing
 - Template Specification for new materials or methods
 - As-needed specification writing for residential structures

Required Documentation Submission

Each Proposal must contain the following:

1. On letterhead, a description of the lead organization and other organizations that constituted your submission;
2. Credentials and background of all key staff members;
3. Description of the relevant experience with federal grants, federal compliance, contracting, providing technical assistance, training, real estate appraisals, ASTM phase I environmental reports and specification writing for building rehabilitation;
4. On letterhead, three current references;
5. Completed OEO Vendor Forms
<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Finance/PurchasesSupplies/VendorInformation>

Submission and Selection Process:

The Due Date for proposals is Close of Business on Friday, October 7, 2022.

Proposals must be submitted in emailed to: mwackers@clevelandohio.gov

All proposals must be in digital pdf format. If you do not receive a confirmation of receipt email then the proposal may not be considered submitted.

Submissions shall be reviewed for completeness, pricing and experience. Staff will evaluate and rank the proposals.

The Director of the Department of Community Development, at her sole discretion, may require any Consultant to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities.

This Request For Proposal (RFP) document is the property of the City of Cleveland Department of Community Development. It contains proprietary information about the business of the City of Cleveland.

The City reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFQ. The City reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the City's best interest.

Consultant Qualification Proposal Guidelines

Intent

It is the intent of the City through this RFQ to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the agreement resulting from the RFQ.

Before submitting a proposal, the Consultant shall be thoroughly familiar with all conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFQ and shall be made a part of the contract. It shall be the Consultant's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

The Consultant shall determine by personal examination and by such other means as may be preferred the actual conditions and requirements under which the agreement must be performed.

Basis for Award, Evaluation Criteria and Questions

The City is not obligated to accept any proposal if deemed not in the best interest of the City to do so.

Qualified Consultants shall be consultants that can document and demonstrate expertise and experience in providing the listed services in this RFQ, either through their own capacity or through subconsultants.

The City shall invite all qualified consultants to submit a pricing and fees to deliver the consultant services outlined in this RFQ.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal.

The City reserves the right to accept or reject any and all proposals, in whole or in part, that is deemed to be in the best interest of the City at its sole discretion.

The City reserves the right to waive any informalities or irregularities in proposals.

The City reserves the right to negotiate separately the terms and conditions or all or any part of the proposals as deemed to be in the City's best interest at its sole discretion.

Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the City, shall be used in the final award. The final award of a contract is subject to approval by the City of Cleveland, Board of Control.

Award of Contract

Following the invitation to submit pricing, the award of contract will be made to one or more Consultant(s) whose proposal provides the most favorable solution to the City. The Consultant shall be deemed as having been awarded a contract when the formal notice of acceptance of his proposal has been duly served upon the intended awardee by an authorized agent of the City.

RFQ Clarifications

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFQ, the individual may submit to the City a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum. Failure on the part of the proposal responder to receive a written interpretation before the submission deadline will not be grounds for withdrawal of proposal. Consultant will acknowledge receipt of each addendum issued by stating so in its proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a Consultant shall be binding.

All inquiries regarding this proposal must be written and should be emailed to:

Department of Community Development
Attention: Michiel Wackers
Email: mwackers@clevelandohio.gov

Questions regarding this RFP will be accepted **no later than 5 p.m. EST on Friday, September 23, 2022.**

Consultants should monitor the City's website for addenda to the RFP prior to the closing and include signed addenda with their RFP response.

Advice of Omission or Misstatement

In the event it is evident to a Consultant responding to this RFP that the City has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding Consultant shall advise the Contact identified in the "RFP Clarifications" section above of such omission or misstatement.

Confidential Information

Information contained in the Consultant's proposal that is company confidential must be clearly identified in the proposal itself. The City will be free to use all information in the Consultant's proposal for the City's purposes. The Consultant understands that any material supplied to the City may be subject to public disclosure under the Freedom of Information Act.

Confidentiality Statement

Any information, including materials, drawings, designs, documentation, and other property or data, disclosed to the proposal responder shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the City.

Tax Exempt Status

The City is exempt from Ohio State sales and use taxes on materials and equipment to be incorporated in the work. Tax Payer Id No. 34-6000646. Said taxes shall not be included in the RFP.

Reserved Rights

The City reserves the right to waive any irregularities; accept the whole, part of, or reject any or all quotations; and to select the firm which, in the sole opinion of the City, best meets the City's needs. The City also reserves the right to negotiate with potential Consultants so that the City's best interests are served.

Advertising

Consultant shall not advertise or publish the fact that the City has placed this order without prior written consent from the City, except as may be necessary to comply with a proper request for information from an authorized representative of a governmental unit or agency.

Trademarks

The City warrants that all trademarks the City requests the Consultant to affix to articles purchased are those owned by the City and it is understood that the Consultant shall not acquire or claim any rights, title, or interest therein, or use any of such trademarks on any articles produced for itself or anyone other than the City.

Right to Request Additional Information

The City reserves the right to request any additional information that might be deemed necessary after the completion of this document.

Right of Refusal

The City reserves the right to refuse any or all proposals in their entirety, or to select certain professional services, equipment or software products from various Consultant proposals, based on the best interests of the City.

Proposal Preparation Costs

The Consultant is responsible for any and all costs incurred by the Consultant or his/her subcontractors in responding to this RFP.

Pricing Submission

All Consultant proposals that are determined to be qualify shall be invited to submit pricing in the form determined by the City of Cleveland.

Additional Charges

No additional charges, other than those listed on the Price Form, shall be made.

Rights to Pertinent Materials

All responses, inquires, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits and other documentation produced by the Consultant that are submitted as part of the proposal shall become the property of the City upon receipt, a part of a public record upon opening, and will not be returned.

The City reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding and to accept any bid in the best interest of the City.

Proposal Pricing and fees

If the consultant is requested to provide pricing or fees based on their submission, the City of Cleveland shall provide the method by which the consultant shall submit those prices and fees in order to allow the City to compare competition proposals.

Compliance with the Cleveland Area Business Code

The City of Cleveland is committed to providing opportunities for minority-owned businesses, female-owned businesses, and Cleveland-area small businesses to participate in City contracting. The City intends to contract with a Consultant that shares that commitment.

The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business ("CSB") subcontractor participation. Please review any attached documents to review the goal for this contract. Proposers are required to make a good faith effort to subcontract with certified Minority Business Enterprise ("MBE"), Female Business Enterprise ("FBE") and CSB firms in line with the applicable subcontracting goals included in this request for proposal.

To document its good faith effort to use certified MBE, FBE and CSB sub-consultants each proposer must complete Schedules 1 through 4 found in the Cleveland Area Business Code Notice to Bidders and Schedules. These schedules document the use of MBE, FBE and CSB subcontractors on the project, as well as the good faith effort of the Consultant in seeking the participation of certified sub-consultants on the proposed work. The completed forms will be forwarded to the City for evaluation. Failure to submit complete schedules may result in the rejection of your proposal.

Proposers can obtain information on CSBs, MBEs and FBEs that are certified by the City by checking the City's website at <http://www.city.cleveland.oh.us>. From the home page, select Office of Equal Opportunity from the drop down box of City Departments. On the Office of Equal Opportunity page, you will find a selection in the left hand column for the CSB/MBE/FBE Registry.

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub-consultants. The City assumes no responsibility for matching prime consultants with qualified MBE, FBE, and/or CSB sub-consultants.

The participation of MBE, FBE, and/or CSB sub-consultants will be monitored by the Community Development throughout the duration of the project. The successful Consultant will be responsible for providing Community Development with any and all information necessary to facilitate this monitoring.

The *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances Cleveland, Ohio, 1976, any *Regulations* promulgated under the *Code*, and the *CD Notice to Bidders & Schedules* are incorporated in and made part of this solicitation and any resulting contract, by this reference, as fully as if attached.

Equal Opportunity Clause. No Proposer shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, Disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this nondiscrimination clause.

Proposal Submission and Format

To facilitate the analysis of responses to this RFP, the Consultant is required to prepare their proposals in accordance with the instructions outlined in this section.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFP. *EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly.

LATE SUBMISSIONS WILL NOT BE ACCEPTED OR REVIEWED.

Proposals received after the deadline will not be accepted. Proposals may not be delivered via facsimile or e-mail.

Do not contact any other City officials while responding to this RFP. Failure to adhere to this process may result in rejection of the RFP response by the City selection team.

Requirements for Signing Proposal

1. Each Vendor, by making a proposal, represents that this document has been read and is fully understood.
2. The proposal must be signed in ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

Proposal Submission

Proposal Due Date: **Friday, October 7, 2022 no later than Close of Business**

Submitting Proposals: Proposals must be submitted in emailed to:
mwackers@clevelandohio.gov

Other Required Forms and Attachments

Please include all other required forms in this section including:

- Office of Equal Opportunity Forms (Notice to Bidders)
 - NOTE: City forms are available only in PDF format. Forms may be obtained through the City's Web site at:
<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/Finance/PurchasesSupplies/VendorInformation>