

**CITY OF Nampa**  
**9 12<sup>th</sup> Ave S.**  
**Nampa, ID 83651**  
**(208) 468-5472**

**Request For Qualifications  
For Planning Services**

The City of Nampa is requesting proposals from qualified consultants to provide planning services to assist in the preparation of their Five Year Consolidated Plan, Analysis of Impediments and Fair Housing Action Plan for the Community Development Block Grant. Please submit your qualifications and proposal at the City of Nampa Community Development Department, 9 12<sup>th</sup> Ave S., Nampa, Idaho. All proposals and list of qualifications must be signed. Proposed Scope of Work and Tentative Project Schedule are attached. The City of Nampa reserves the right to reject any and all proposals, to waive any irregularities in the proposals received, and to accept the proposal(s) deemed most advantageous to the best interest of the City. Following receipt and initial review of proposals, the City may schedule interviews for the top-ranked proposals if it is determined necessary for successful completion of the selection process.

Proposals will be evaluated and reviewed by the city according to the following criteria:

- (30%) 1) Experience of the firm with the Five Year Consolidated Plan requirements including preparation of consolidated plans and housing elements for other jurisdictions, development of strategies and programs for affordable housing and community development, preparation of anti-poverty and economic development strategies, etc.
- (20%) 2) Qualifications of personnel directly involved in the project.
- (30%) 3) Services and resources proposed for the project and how the firm plans to manage the project (i.e. ability to keep project on schedule, additional services the firm may be able to provide, etc.).
- (10%) 4) Cost and completeness of Proposal.
- (10%) 5) Cost and recommendation for cost saving

The relative importance of each area is shown in parentheses.

**Proposals must be received by City of Nampa, Community Development Department no later than 4:00 p.m. on Tuesday January 31, 2017.**

**Please see attached Requested Scope of Services and Schedule.**

## City of Nampa PY 2017-2021 Consolidated Plan

### I. PROJECT PURPOSE

The City of Nampa's Community Development Department is soliciting proposals from qualified consultants and individuals to prepare the City's PY 2017-2021 Consolidated Plan. The purpose of the Consolidated Plan is to assess housing and community development needs in the City and provide a comprehensive five-year strategy designed to:

- Increase and maintain the supply of affordable and supportive housing for low-income and special needs populations, including the homeless;
- Create a suitable living environment through neighborhood revitalization and improvements in public facilities and services; and
- Expand economic opportunities for lower income households.

The Consolidated Plan must address the housing, infrastructure, social services and economic opportunities available to economically disadvantaged families and individuals residing within the municipal boundaries of the City of Nampa, Idaho. The individual or firm selected in response to this Request For Proposal will have the knowledge, skills and ability to provide the full range of services including, but not necessarily limited to:

- conducting fact finding interviews,
- facilitating small and large group meetings,
- identifying agency's and organizations providing services to the community's economically disadvantaged populations,
- design, conduct and evaluate community surveys,
- prepare housing and community needs assessments and market studies,
- assist City staff in prioritizing community needs,
- advertise and coordinate the public comment process and a
- assist in final revisions to the City's Five Year Consolidated Plan.

The purpose of the Analysis of Impediments is to serve as the substantive, logical basis of Fair Housing Planning, and provide essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates. An AI involves: a comprehensive review of the jurisdiction's laws, regulations, and administrative policies, procedures, and practices; an assessment of how those laws, etc. affect the location, availability, and accessibility of housing, services, commercial and retail development; and an assessment of conditions, both public and private, affecting fair housing choice in areas of low and high opportunity.

Impediments to Fair Housing choice are:

- Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin which restrict housing choices or the availability of housing choices.

- Any actions, omissions, or decisions which have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin.

In addition to providing a strategic plan to guide public investments and activities implemented by the City, the Consolidated Plan is also a requirement for access to Community Development Block Grant funding. Certain programs identified to be carried out in this document are expected to be federally funded through the Community Development Block Grant (CDBG) program authorized by the Housing and Community Development Act of 1974, as amended and/or the Home Investment Partnership Program authorized by the Cranston Gonzalez National Affordable Housing Act of 1990, as amended. The PY 2017-2021 Consolidated Plan must at a minimum satisfy all federal requirements necessary for approval by HUD.

## II. BACKGROUND

The City has received federal funding from the U.S. Department of Housing and Urban Development (HUD) since 1995. To comply with federal requirements for receiving funds, the City must periodically update its priorities, goals and objectives. The priorities, goals and objectives are part of a comprehensive strategy that addresses Nampa's housing and community development needs over a five-year period (October 1, 2017-September 30, 2022). Strategies provide assistance and services to disadvantaged populations (i.e. homeless, low and moderate income individuals and households residing within the City of Nampa. This comprehensive plan is called a Five-year Consolidated Plan. The City currently has an approved Consolidated Plan covering PY 2012/2016. In order to continue to qualify for the receipt of federal funds through HUD, the City must prepare a new five-year plan beginning with PY 2017 (October 1, 2017). The current plan will expire on September 30, 2017. To streamline the five-year planning process, updates to the Citizen Participation Plan, Analysis of Impediments to Fair Housing Choice, 2017-2022 Consolidated Plan and the 2017 Annual Action Plan (the first of five) are concurrent with the five-year period. This process is comprehensive in nature and will require that the selected contractor be available to address any and all comments received by the public and HUD during the development and after submission. It is expected that the initial plan will be submitted to HUD by August 2017. Comments from HUD should be received no later than November 2017.

## III. HUD REQUIREMENTS/REQUIRED SCOPE OF WORK

The consultant selected will be responsible for coordination and preparation of the Consolidated Plan in conjunction with City staff. City staff will be responsible for development of the Annual Action Plan component of the Consolidated Plan. The consultant will be required to work closely with staff in order to ensure that the five-year plan and the annual plans are consistent.

As previously stated, the **(PY 2017/2021) Plan must at a minimum meet all federal requirements for participation in programs funded through HUD.** HUD guidance, questions

and answers, reference materials, and optional tools are available on the Consolidated Plan website at <https://www.hudexchange.info/programs/consolidated-plan/>.

The Procurement Opportunity Program (POP) directed by HUD, provided for preferential treatment to businesses and organization which are eligible under a variety of federal laws. Executive Orders, etc. (e.g., the Small Business Act). We highly encourage these organizations meeting all project criteria to apply. Eligible organizations include Section 3 businesses and women and/or minority owned businesses. Ten points will be added to all submissions for POP eligible businesses.

The applicant must have an active DUNS number. The DUNS number is a unique nine-character number that identifies your organization. It is a toll of the federal government to track how federal money is distributed. If your organization does not have a DUNS number, use the DUN & Bradstreet (D & B) online registration to receive one free of charge.

<http://www.dnd.com/duns-number.html>

General Approach While the Consolidated Plan regulations have not changed significantly, the PY 2017-2021 Consolidated Plan must reflect HUD's new policies and program emphases. This includes, but may not be limited to, inclusion of performance measurements, expanding minority homeownership, and ending chronic homelessness by 2018. In addition, responses to this RFQ must address HUD's new Consolidated Plan tool, the eCon Planning Suite within IDIS. The City requires that this tool will be used to develop the Consolidated Plan.

The following discussion focuses on specific portions of the Plan. **Proposals submitted for consideration should describe in detail any additional data, resources, analysis, consultations, etc., recommended for inclusion in the planning effort.**

- A. Executive Summary The consultant will be responsible for preparing an Executive Summary of the five-year Plan. The Executive Summary should include a brief summary of the City's citizen participation process, community profile, housing and community development needs and strategies.
- B. Consultation/Coordination City staff will assist the consultant in soliciting required input from other public agencies and jurisdictions (e.g., Housing Authority, Health Services Department, Social Services organization, neighboring jurisdictions). A portion of the information may be obtained in the form of needs assessments and/or planning documents (e.g., Northside Master Plan, Public Housing Plan, Downtown Master Plan, census data, Fair Housing Analysis of Impediments, Comprehensive Housing Affordability Strategy (CHAS) data). The consultant will be responsible for summarizing the consultation and coordination process and analyzing, summarizing and incorporating the information obtained into the Plan as appropriate.
- C. Citizen Participation Process The City is seeking an effective outreach and participation process. The City has an established Citizen Participation Plan that needs to be updated by

the consultant to reflect Grant Based Accounting and staff level amendments for funding source year changes. The consultant is expected to suggest a strategy which will encourage citizen input and refine the plan as necessary. City staff will assist the consultant in implementing the public hearing and citizen participation process in a manner consistent with federal requirements. The consultant will summarize the results of this process and incorporate the results into the Plan needs assessment and strategies as appropriate.

- D. Institutional Structure City staff will work with the consultant to summarize the institutional structure through which the consolidated plan will be implemented, including private industry, non-profit organizations, and public institutions. The consultant will assist the city in identifying gaps in the existing system. The consultant will be responsible for summarizing and incorporating the information into the Plan as required by federal regulations.
- E. Homeless Needs, Priorities and Strategies: Information on homeless needs, facilities and services is available in the Idaho's Action Plan to Reduce Homelessness and with the City. Additional consultations with the homeless providers will be required. The consultant should be familiar with the Continuum of Care planning process in the analysis of the homeless needs and gaps in services and housing.
- F. Housing Needs, Priorities and Strategies The housing market discussion must reflect current housing prices, rents, vacancies, and construction costs prevalent in the City of Nampa. The consultant will be required to obtain and analyze housing market data and prepare an updated market analysis for inclusion in the Consolidated Plan. This discussion must include affordable housing preservation issues. The results of this analysis must be considered in review of the city's housing strategies and development of revised/new strategies and objectives for the Consolidate Plan.
- G. Public Housing Needs/Strategy Federal regulations require the inclusion of public housing needs and strategies in the Consolidated Plan. The consultant will be required to work with the Ada County Housing Authority to ensure that the plans are consistent and that appropriate information from the Public Housing Plans is incorporated into the Consolidated Plan.
- H. Lead-based Paint Information on the age of housing available from the census is generally used to identify potential lead-based paint problems. Additional information concerning reported cases of children with elevated blood levels indicating lead-based paint poisoning is available from the Southwest District Health Department.
- I. Barriers to Affordable Housing Barriers identified in the current plan include construction costs, accessibility standards, understanding of property tax relief, local growth management and control measures, and fees and zoning. The consultant will work with the City to update and revise this section as needed, including the identification of additional strategies to alleviate current and new barriers identified.

- J. Fair Housing An Analysis of Impediments to Fair Housing Choice was adopted by the City in 2012. A new Analysis of Impediments and Fair Housing Action Plan must be created to compliment the 2017-2021 Consolidated Plan.
- K. Antipoverty Strategy The consultant will work with city to refine the current anti-poverty strategy.
- L. Non-Housing Community Development Needs and Strategies The consultant will work with city staff to identify and refine priority non-housing community development needs, objectives and strategies.
- M. Neighborhood Revitalization Strategy Areas In 2009 the existing NRSA was redefined with new goals and measurements that will be allowed to sunset with this consolidated plan.

#### IV. PROJECT PRODUCT/DELIVERABLES

A reproducible original and 5 copies of a completed PY 2017-2021 City of Nampa Consolidated Plan, Analysis of Impediments and Fair Housing Action Plan. A fully compatible version of the plan must be entered into the eCon Planning Suite. A copy of the Consolidated Plan and all supporting tables and maps must also be provided in an electronic format that can easily be uploaded onto the City's web site. At a minimum, the Consolidated Plan must contain all the information identified in this RFP and satisfy all requirements necessary for approval by HUD.

#### V. TIMEFRAME

The City anticipates selection of a consultant no later than February 3, 2017. The city is required to submit a completed PY 2017-2021 Consolidated Plan to HUD no later than August 15, 2017. In order to ensure that city is able to comply with public participation requirements and obtain required approvals from the City Council, the City requires submission of a draft of priorities, strategies and objectives no later than March 31, 2017 to allow for the application cycle and development of the Action Plan. A final draft document will be required no later than June 30, 2017 for a 30-day public comment period.

#### VI. CONSULTANT QUALIFICATIONS

The consultant must have prior experience in affordable housing and community development planning and possess a thorough understanding of the consolidated plan process and requirements as specified in federal regulations and current guidelines issued by HUD. The consultant must also have strong oral and written communication skills and be willing to engage in a collaborative planning process.

The City expects the selected consultant to be familiar with Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act and the Fair Housing Act,

particularly as they pertain to activities, programs and or projects identified in the Five Year Consolidated Plan.

## VI. PROPOSAL REQUIREMENTS

The proposal must include the following elements:

- A. A detailed work program describing how the consultant proposes to accomplish the study objectives and required work elements, including: basic approach and methodologies to be employed; identification of specific data, information, and documents to be obtained and analyzed; identification of any additional issues which, in the view of the consultant, the City may wish to address; and a description of the final product.
- B. A statement of consultant qualifications to include: the qualifications of the prime contractor and any proposed subcontractors; and an identification of all key project personnel together with their resumes, role in project implementation, and summary of experience directly relevant to this project.
- C. A work schedule indicating project milestones, staff assignments and time required to complete specific work components. The work schedule must include submission of two draft documents to city for review and must result in provision of a final document to the city no later than June 30, 2017.
- D. The proposal must include a description of the nature and level of anticipated participation by City staff in completion of this project. The discussion should include specific requirements for information and data.
- E. A minimum of three client references from the past four years, including the name, title, address, phone number, and a brief description of the project performed for each client. References and projects should reflect prior consultant experience with consolidated plans or similar planning activities.
- F. Documentation with respect to the firm's status as a Procurement Opportunity Program (POP) business with documentation, if appropriate. (This is Section 3 women and/or minority owned businesses)
- G. DUNS number. The DUNS number is a unique nine-character number that identifies your organization. It is a toll of the federal government to track how federal money is distributed. If your organization does not have a DUNS number, use the DUN & Bradstreet (D & B) online registration to receive one free of charge.  
[http://www.grants.gov/applicats/request\\_duns\\_number.jsp](http://www.grants.gov/applicats/request_duns_number.jsp)

- H. Price for performing necessary research and document preparation to include; a cost breakdown for community meeting, survey collection and analysis, mapping requirements, documentation preparation and delivery. If the City of Nampa can help to mitigate cost, such as providing printed materials, providing GIS mapping assistance etc., please explain.

Proposals for this study must be mailed or delivered to:

Janae Mitchell  
City of Nampa  
Economic/Community Development Department  
9 12<sup>th</sup> Ave S.  
Nampa, ID 83651

Submission must include an original and three copies (if submitted as a hard copy) of the proposal and all supporting documentation. One copy if submitted electronically. FAX copies submissions are not acceptable. **Proposals must be received by the Department no later than 4:00 p.m. on Tuesday January 31, 2017.** Late proposals will not be accepted.

Questions concerning the RFP must be submitted in writing to the Community Development Department to the attention of Janae Mitchell by January 24, 2017. A copy of all questions and the Department's response will be sent to all participating consultants.

## VII. EXISTING SOURCE DOCUMENTS

Documents relevant to completion of the PY 2017-2021 Consolidated Plan include but are not limited to the following.

1. FY 2012-2016 Consolidated Plan\*
2. Annual Action Plan for each year\*
3. Consolidated Annual Performance and Evaluation Report for each year\*
4. Nampa Citizen Participation Plan\*
5. Nampa Analysis of Impediments to Fair Housing\*
6. Idaho's Action Plan to Reduce Homelessness
7. Idaho Kids Count Canyon County Profile (United way website)
8. Barriers to Affordable Housing in Idaho (IHFA website)
9. City of Nampa Comprehensive Plan\*
10. 24 CFR Part 91 – Consolidated Submissions for Community Planning and Development Programs (relevant regulations) (Available on HUD.gov)
11. HUD Guidelines for preparing a consolidated plan and analysis of impediments submission for local jurisdictions (Available on HUD.gov)

Access to the items marked with \* may be found on the City of Nampa website. The remaining above documents can be reviewed at the Economic/Community Development Department, United Way site and Idaho Housing and Finance Association site.



## VIII. EVALUATION PROCEDURES

Proposals will be evaluated and reviewed by the city according to the following criteria:

- (30%) 1) Experience of the firm with the Five Year Consolidated Plan requirements including preparation of consolidated plans and housing elements for other jurisdictions, development of strategies and programs for affordable housing and community development, preparation of anti-poverty and economic development strategies, etc.
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The relative importance of each area is shown in parentheses.

Following receipt and initial review of proposals, the City may schedule interviews for the top-ranked proposals if it is determined necessary for successful completion of the selection process. In the event the RFP process does not result in the identification of a fully qualified consultant, The City of Nampa reserves the right to reject any and all proposals, to waive any irregularities in the proposals received, and to accept the proposal(s) deemed most advantageous to the best interest of the City.

## IX. CONTRACT

The selected Consultant will be required to enter into the City's standard form Professional Services Agreement. The City reserves the right to retain a portion of payment contingent upon HUD approval/acceptance of the Consolidated Plan document.

**SIGNATURE PAGE, CITY OF NAMPA**  
**RFP FOR PROFESSIONAL PLANNING SERVICES**

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**PROPOSER SIGNATURE**

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**PROPOSER NAME (PRINTED)**

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**PROPOSER FIRM NAME (PRINTED)**

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**PROPOSER ADDRESS, CITY STATE ZIP**

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**PROPOSER FEDERAL TAX I.D. #**

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**PROPOSER TELEPHONE NUMBER**

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**PROPOSER DUNS #**

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Considered a Women Owned Business (Signature)- documentation must be included

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Considered a Minority Owned Business (Signature)- documentation must be included

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Considered a Section 3 Owned Business (Signature)- documentation must be included