



Request for Proposals

2025-2029 Consolidated Plan and
2025 Annual Action Plan

City of Yakima

129 N. 2nd Street
Yakima, WA 98901
(509) 575-6111

REQUEST FOR PROPOSALS

CITY OF YAKIMA

Purpose

The City of Yakima (City) is requesting proposals from experienced consulting firms with expertise and understanding of the U.S. Department of Housing and Urban Development (HUD) as it relates to the development of a Five-Year Consolidated Plan, including first-year Annual Action Plan for the City of Yakima. This project is funded with Community Development Block Grant (CDBG) funds. The proposal will highlight the consultant capability to develop a Five-Year Consolidated Plan that will establish goals and strategies for housing and community development in the City of Yakima for 2025-2029.

Scope of Services

The Consultant selected will prepare the 2025-2029 Consolidated Plan and 2025 Annual Action Plan and must follow any and all HUD amendments and updates, such as utilizing the HUD's Office of Community Planning and Development (CPD) eCon Planning Suite, including the Consolidated Plan template in Integrated Disbursement and Information System (IDIS) and the CPD Maps website, though it is desired that the consultant can also create maps.

An overview of the Consolidated Plan process can be accessed on the HUD website at:

<https://www.hudexchange.info/programs/consolidated-plan/>

Guidelines for preparing a Consolidated Plan may be found on the HUD website at:

<https://www.hudexchange.info/programs/consolidated-plan/guides/#consolidated-plan-template-in-idis>

Consolidated Plan and Action Plan tasks

The scope of services to be performed by the Consultant for each plan is as follows:

- Develop five-year Consolidated Plan and first-year Annual Action Plan in accordance with HUD requirements.
- Perform relevant consultations and data collection to complete the required HUD tables and the analysis of housing and non-housing needs.
- Prepare and Executive Summary for the Consolidated Plan and Annual Action Plan.
- Preparation of multi-lingual community questionnaire that would be posted on the City's website and paper copies distributed at key community locations.
- assess the existing community needs as necessary to develop new strategies, goals, and priorities for inclusion in the Plan(s).
- Development of new strategies, objectives, priorities, and program for the Consolidated Plan and Annual Action Plan.
- Develop and incorporate a performance measure component as required by HUD requirements.
- Conduct and synthesize the results of consultations with private agencies, public agencies, and community groups as required.
- Assist staff with the review of the current Citizen Participation Plan to determine whether any changes are needed in order to meet HUD's requirements.
- Assist staff in presenting at a public hearing before the City Council for adoption of each plan. Public hearing date is scheduled for October 2024.
- Provide a shared resources folder – a shared drive with electronic copies of the documents – list of data sources, copy of data collected, consultations, records, and other

supporting documentations used to develop the Consolidated Plan and Annual Action Plan.

Proposed Fee Structure and Timeline

Proposed budget and schedule by elements/task and hourly rate for staff by position/title.

Note that the Consolidated Plan and first-year Annual Action Plan Public Hearing will go before Yakima City Council in October 2024, with City staff submitting the final Consolidated Plan on or before November 15, 2024.

Proposal Submittal Format and Requirements

Cover Letter

Cover letter on firm letterhead, signed by the person authorized to bind the firm into an agreement

- Complete legal name, address, telephone number, and email address
- Federal UEI number and Tax Identification Number
- Brief history of the firm and summary of the Consolidated Plan development experience
- Resumes of staff to be working on project

Qualifications and Experience (not to exceed 10 pages)

The following lists the minimum qualification requirements of the respondent(s):

- Statement of Qualifications to include a description of the approach the respondent will employ in carrying out the work described in the Scope of Services At least 3 current years of experience providing similar consulting services
- At least 3 references of clients currently/previously served
- Familiarity with HUD's eCon Planning Suite
- Knowledge of:
 - CDBG Regulations
 - Consolidated Plan, One-Year Action Plan methods of data collection, analysis and summarization (in narrative and graphic formats)
 - Various affordable housing, homeless, and community development resources and governmental agencies
 - Consolidated Plan, One-Year Action Plan and Consolidated Annual Performance (CAPER) best practices
 - HUD fair housing requirements
- Recent experience preparing Consolidated Plans and One-Year Annual Action Plans using the eCon Planning Suite
- Staff's proposed roles for this contract
- Must be in good standing with the State of Washington and not on the Federal Debarment List

If your firm intends to subcontract any of the services required under this RFP it should be discussed in this section. Detailed information for each subcontractor must be provided. Consultant must also provide proof that subcontractor(s) is licensed, insured, etc.

Selection Process Overview

To be considered in the selection process, each respondent must have completed and submitted all requested documentation required in this RFP. A proposal evaluation committee comprised of City staff will review each proposal and scored based on the criteria outlined below. If needed, interviews will be held shortly after review of proposals.

Criteria	Score
Understanding of the Project and Scope of Services	40
Consultant Team Experience: Experience of the consultant team directly related to the project and scope of services	40
Proposed Budget and Fee Structure	20
TOTAL	100

Key Action Dates/Timeline (some dates approximate)

Thursday, May 2, 2024	Release RFP
Thursday May 23, 2024	RFP responses due no later than 2:00 p.m. PST
Completed by May 31, 2024	Internal review of all RFP responses
Tuesday, June 5, 2024	Interview top RFP respondents <i>(if needed)</i>
Thursday, June 18, 2024	City Council Approval if Contract is over \$50,000
Friday, June 19, 2024	Execute Contract
Week of June 24, 2024	Start work

General Terms & Conditions

Limitation: The Request for Proposals (RFP) does not commit the City of Yakima (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Award: The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

Signature: The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and also who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant, signifying complete understanding of and ability to comply with all requirements of the RFP, including those related to insurance as identified above.

Contract Termination/Debarment: A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12. The RFP/contract may be voided at any time for cause, by giving at least 14 days written notice, due to violations of any terms and/or special conditions of the RFP/contract, upon request of HUD/City, or withdrawal of the expenditure authority. It is a mutually understood between the parties that this RFP may have been written before ascertaining the availability of appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the RFP were executed after the determination was made. The RFP is valid and enforceable only if sufficient current funds are made available to the Department by the United States Government for the Federal fiscal year. In addition, this RFP is subject to any additional restrictions, limitations, conditions or statute enacted by the Congress or State Legislature, which may affect the provisions, terms or funding of this RFP.

Assignment: Any contract resulting from this bid and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the City and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings. Any assignee would need to have equivalent qualifications as to retain award eligibility.

Conflict of Interest: Pursuant to 24 CFR 570.611, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to the activities outlined in this RFP or assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to an assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. Any such potential relationships must be disclosed prior to award.

The City of Yakima in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing engineering@yakimawa.gov or calling (509) 575-6111.

The City of Yakima, in accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Qualified disadvantaged, minority, and women-owned consultants are encouraged to respond. The City of Yakima is an equal opportunity employer.

Submission Instructions

One (1) PDF copy of the proposal including supporting documents must be received via email no later than **Thursday, May 23, 2024, 2:00 PM** to:

engineering@yakimawa.gov

Late proposals will not be accepted.