

**City of Sandusky, Ohio
Community Development Block Grant Program**

**Request for Proposals and Cost
Consulting Services for the Preparation of the U.S. Department of
Housing & Urban Development (HUD)
2024-2029 Consolidated Plan, 2024 One Year Action Plan
Alternative Bid for the Analysis of Impediments Update**

**RFP Available – October 30th, 2023
Proposal Due Date – November 20th, 2023**



City of Sandusky
Community Development Department
240 Columbus Ave.
Sandusky, Ohio 44870
www.cityofsandusky.com

Introduction

The City of Sandusky, Ohio is soliciting proposals from qualified firms or individuals to assist the City with the preparation of its 2024-2029 Consolidated Plan, 2024 One-Year Action Plan in order to meet the regulatory requirements of the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is submitted to HUD every five years and must follow HUD regulations and guidelines. The city may also update their Analysis of Impediments for fair housing. This will be determined early in 2024.

Proposal Due Date

Proposals will be accepted until **5:00pm on November 20, 2023** in the Community Development Office, City of Sandusky, 240 Columbus Ave., Sandusky, OH 44870 and should be **mailed to the attention Community Development Program Administrator**.

General Information

The City of Sandusky is an Entitlement Community with a population of approximately 25,000 residents. The Consolidated Plan identifies the City's housing and community development needs and then proposes strategies addressing those needs. As a CDBG Entitlement Community, the City is required to prepare and adopt a five-year Consolidated Plan for the years 2024 through 2029. The 2024 Program Year begins on July 1, 2024.

HUD guidelines for preparing a Consolidated Plan may be found at:
<https://www.hudexchange.info/programs/consolidated-plan/>

A copy of the City's current Consolidated Plan, One-Year Action Plan will be forwarded upon request.

The City of Sandusky is responsible for ensuring that all CDBG funds are made available on a non-discriminatory basis, without regard to race, color, religion, sex, disability, familial status, age, or national origin.

Scope of Work

The Consultant will work with staff from the City of Sandusky in the preparation of the Consolidated Plan, Action Plan to be submitted to HUD by May 16th of 2024. The scope of work for the Consolidated Plan will include the following elements:

- Executive Summary
- Housing & Homeless Needs Assessment
- Housing & Market Analysis

- Five-Year Strategic Plan to address the identified housing and community development needs
- Anti-poverty Strategy to reduce affordable housing barriers
- One-Year Action Plan for CDBG funds to implement the Strategic Plan for 2024
- Community Focus Groups for Public Participations
- Interactive on-line website / survey for public participation

The consultant will review and tabulate data and information supplied by the City, HUD, the U.S. Census Bureau, sub-grantees and input from citizens to complete the required Consolidated Plan components per HUD regulations including all required charts, tables and maps. The product must be provided in a digitized format that, after consultation with the City's IT Department, is ready for posting on the City's website and for submission to HUD.

The city may choose to include an update to the Analysis of Impediments for fair housing. The city will determine if the report needs updated by 1/1/24 and will notify the selected consultant in writing.

Schedule of Work

A final draft of the 2024-2029 Consolidated Plan, One-Year Action Plan for 2024 will be due to the City on or about April 8th, 2024. City Commission will then adopt these documents prior to submission to HUD by May 13th, 2024.

A detailed project schedule shall be submitted with the proposal.

Proposal Format

Firms submitting a proposal to the RFP should provide one (1) original copy, three (3) copies of the proposal response and one (1) electronic copy on or before 5:00pm on Friday, November 20th, 2024. Pages must be numbered. All components must be contained in a binder not more than 1" thick. Submissions containing loose items will not be accepted. The proposal should include the following in clearly-labeled sections to coincide with the RFP:

1. Introductory letter to include name, address and contract person
2. Statement of qualification of the firm/individual:
 - a. A description of similar projects successfully completed in the past, including the name and phone number or email address of a contact person for each project who can verify the information.
 - b. A brief description of current projects and percent complete.
 - c. Name of project manager along with a resume.
 - d. Names and experience of others that may work on this project.
3. Project Approach
4. Project schedule

5. Cost for the completion of the Consolidated Plan and Action Plan including an Alternative Cost for the Analysis of Impediments

Evaluation Criteria

The City of Sandusky reserves the right to award the contract generated from the RFP to the respondent that presents a proposal that best meets the specifications as listed herein and represents the most beneficial procurement as determined by the City. The award will be made by the City's Community Development Department and shall be based on the respondent's qualifications including, but not limited to, the following:

- Corporate experience and capacity
- Understanding of work to be performed
- Understanding of Consolidated Plan program goals
- Professional expertise of team
- Prior experience relative to project
- Completeness, feasibility and quality of scope of services and project schedule
- Clarity and conciseness of presentation
- Cost of project

The City reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interest of the City, and reserves the right to modify the requirements, terms or conditions as outlined in this RFP when such modification is in the best interest of the City.

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the City of Sandusky. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the respondent and shall be grounds for rejection.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the City of Sandusky. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Sandusky, will commit the City to award a contract to any respondent even if all the user requirements in the RFP are met. The City may modify these requirements in whole or in part and/or seek additional respondents to submit quotations. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

City Contact

If there are any questions concerning this RFP, please contact Nicole Grohe, Community Development Program Administrator, Community Development Department, City of Sandusky 240 Columbus Avenue Sandusky OH 44870 at NGrohe@cityofsandusky.com or (419) 627-5730.