

# REQUEST FOR PROPOSAL COVER SHEET

## PROPOSAL FOR: TO PROCURE A CONSULTANT TO PROVIDE FAIR HOUSING SERVICES FOR THE CITY OF ELCENTRO'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

DUE DATE: **February 28, 2018**

Proposals due no later than 5:00 PM. Any proposals received later than the date and time above will not be considered.

Carefully read all instructions, requirements, and specifications. Fill out all forms properly and completely. Please submit your proposal with all appropriate supplements and/or samples in an appropriately sized envelope or box.

RETURN PROPOSAL TO:

City of El Centro  
Att: Marcela Piedra, City Manager  
1249 Main Street  
El Centro, CA 92243

Total Amount of Proposal: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Taxpayer/Employer Identification Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Application Contact Person:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**VENDOR MUST SIGN IN INK; FAILURE TO SIGN WILL DISQUALIFY THE PROPOSAL. ALL PRICES MUST BE TYPEWRITTEN OR WRITTEN IN INK.**

# CITY OF EL CENTRO

Community Services Department  
Economic Development Division  
1249 W. Main Street  
El Centro, CA 92243



## **Request for Proposals For Fair Housing Services**

Deadline: February 28, 2018 @ 5:00 p.m.

**City of El Centro**  
**Fair Housing Program Request for Proposals**

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**OBJECTIVE**

The City of El Centro issues this Request for Proposals (RFP) for the provision of Fair Housing Services from interested and qualified organizations. Prospective proposers must be able to provide the services requested in an efficient, economical, and effective manner. This RFP describes the services sought by the City.

**I. Introduction**

The City of El Centro is the largest city in Imperial County and is the County seat. It is the principal trading center in Imperial County and is accessible via Interstate 8 (east to Yuma, Arizona, and west to San Diego) and state highway 86 and 111 (north to Palm Springs, and south to Mexicali, Mexico). According to 2010 Census data, the City of El Centro has a population of 42,598. The population is fairly young, with a median age of 30. The mission of the City of El Centro is to identify and develop programs for community improvement and revitalization with an emphasis on business development, community services, affordable housing, and infrastructure.

A vital component of the City's Fair Housing Analysis is to provide education and outreach activities to ensure compliance with federal and state fair housing laws. The City of El Centro is looking for an experienced fair housing counseling consultant to continue providing services to low and moderate income residents of El Centro.

The continued success of the City's fair housing program will develop culturally appropriate outreach and educational opportunities for the varying needs of low/mod income families and individuals. The program should provide landlords and property managers with education in fair housing law and practice to reduce the incidence of housing discrimination.

**Demographics**

The City of El Centro is situated in the Imperial County about 100 miles from San Diego, CA and is a dynamic and multicultural community that presents a number of challenges to fair housing providers. According to the 2010 U.S Census, 17.8% of families in El Centro are living below the poverty level. Seventy seven percent (77%) of the residents are of Hispanic ethnicity and a significant number of residents have limited English proficiency. After English, the most common language spoken in El Centro is Spanish.

**II. Scope of Work**

The services required encompass the utilization of the Assessment of Fair Housing Report which will be conducted in the City of El Centro and completed by September 28, 2018. The following are the four broad task services required, as follows:

### **Task #1: Processing of Housing Inquiries**

Responses will be made to all inquiries regarding illegal housing discrimination based on race, sex, national origin, marital status, familial status, physical and mental disability, religion, and all other arbitrary forms of discrimination as defined in state and federal laws and local ordinances. Response activities will include but not to be limited to:

- Provide information on the telephone. Consultant must provide a phone line that is toll free for persons calling from El Centro.
- Prepare, update and mail written information on fair housing issues and complaint process information.
- Offer mediation service to renters and landlords.
- Provide referrals to other services providers as appropriate.

### **Task #2: Complaint Investigation and Referral**

Investigations will be conducted for all housing discrimination complaints reported in the service area. Complaints should be investigated within a five-day period, whenever feasible. When investigation shows evidence of illegal practices or policies, the following services shall be provided:

- Preparation of relevant information and evidence.
- Provisions of mediation services for fair housing issues, if the complainant so desires.
- Referral of complaint to Housing & Urban Development (HUD) or Department of Fair Employment and Housing (DFEH), as appropriate.
- Follow up on all cases including cases referred to HUD and DFEH or legal service providers.

### **Task #3: Public Education and Outreach on Fair Housing**

Conduct community education and outreach through a variety of methods to increase community awareness of the laws and issues surrounding fair housing. At a minimum, consultant will provide:

- A minimum of one fair housing workshop per year for housing providers and consumers.
- A minimum of two articles for local newspapers and public service announcements for the local cable channel regarding fair housing issues.
- Conduct at least one community event during Fair Housing Month to be approved by the City.
- A minimum of one educational fair housing workshop per year for appraisers and lenders.
- Development of internet linkages to fair housing resources to be placed on the city's website.
- Presentations to appropriate groups and organizations serving low and moderate income renters in El Centro.

#### **Task #4: Reporting**

Submit reports in a format approved by the City of El Centro providing details such as:

- A written monthly report providing details of activities conducted in El Centro. The report will accompany the monthly request for payment of services under the contract. The report shall provide the number of clients served, detailing the type of service provided such as phone consult, referral, mediation, or community presentation. Monthly reports shall include data on client income level, race, and ethnicity.
  
- Compile and report the number of foreclosures in the City of El Centro on a semi-annual basis.

For compensation see Exhibit B.

### **III. Specific Information Required for Inclusion in Proposal**

In addition to describing how the proposer intends to perform the above scope of work, the proposal should include the following information:

1. Description of lead personnel and supporting personnel who will be providing services.
2. Qualifications and experience of personnel, including language capabilities of any staff that will be providing services to the public.
3. Description and percentage of services to be performed by sub-contactor, if any.
4. Description and methodology for referral and/or provision of legal services, if any, for clients who require as such.
5. Description of similar work performed, with samples where appropriate and at least three references.
6. Whether proposer can provide access to services via a web-site; and if so, whether proposer is willing to establish a web link from the City of El Centro home page to the proposer's web site.
7. Total cost, with detailed breakdown, and desired method of payment. Cost should include travel and other out of pocket expenses.
8. Signed certification provided in Exhibit C.

### **IV. Preparation of Proposal and Timeline for Submission and Review**

All proposals must include an **original and two copies** to be submitted in envelopes bearing on the outside the name of the consultant, address, and the title of the RFP for which the proposal is submitted. It is the sole responsibility of consultant to see that the City receives the proposal in proper time. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the consultant unopened. Proposals may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service.

Only one proposal per consultant will be considered. Proposal packages are to be submitted to the City on February 28, 2018 **by 5:00P.M.** **Proposals received after the stated deadline shall not be accepted.**

Proposal packages are to be delivered to:

Marcela Piedra, City Manager  
City of El Centro  
1249 Main Street  
El Centro, CA 92243

The City reserves the right to waive informalities and to reject all proposals at its sole discretion. Consultants are encouraged to keep their proposals brief and relevant to the specific work required.

1. Date Proposal Issued: January 31, 2018
2. Deadline for submission of Proposals: February 28, 2018  
(Proposals to be delivered to Community Services Department, Economic Development Division, 1249 W. Main Street, El Centro, CA 92243. One original and two copies of proposal should be delivered).
3. Interviews with proposers (if needed): Will be scheduled the week of 02/05/2018.
4. Target date for commencement of provision of services: When effective date of agreement is established.
5. Duration of Contract: The terms of this contract shall be for a minimum term of one year, unless extended or terminated by the City of El Centro as provided herein for the services specified in Exhibit A, and not to exceed a maximum term of three years.

## **V. Funding Requirements**

Given that the fair housing services being procured will be funded by Community Development Block Grant (CDBG) monies, certain federal requirements for the use of those funds will apply. All CDBG-eligible activities must qualify as benefiting low and moderate-income persons. The benefit to low and moderate income persons may be determined on an individual basis or by area census tract or block groups. The City will provide consultant with the requisite census information necessary to track program beneficiaries.

The legislative program guidelines applicable to the use of CDBG funds are contained in the Housing and Community Development Act. All federal requirements of the City in conjunction with the use of CDBG funds are applicable to all selected grantees or consultants. These requirements will be made available to proposers by the City upon request during the grant application period.

## **VI. Program Requirements (City and Federal)**

### **1. Audit**

In accordance with the Office of Management and budget Circulation A-133, and A-128, the federal Government requires that non-profit organizations receiving \$25,000 or more in federal financial assistance in a fiscal year must secure an audit. Compliance with these provisions will

be specifically considered to be a requirement of the Consultant Service Agreement. Any non-profit organization performing the work outlined herein, if the Agreement is for \$25,000 or more, choose one of the following three ways of meeting this requirement, and state which method they choose:

- a. If your organization already conducts audits for all of its funding sources including CDBG, the organization must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget.
- b. If your organization already conducts audits for its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.
- c. If your organization does not have a current audit process in place, your organization will be required to include 10% set- aside in the CDBG project budget for the provision of the audit.

## **VII. Administration of Funds**

Consultants are responsible for ensuring that CDBG monies are administered in accordance with the requirements of the program regulations (including 24 CFR part 570) and applicable laws, including Executive Orders #11246 and #11375 (or their current equivalents), as supplemental in the Department of Labor Regulations found at 41 CFR Part 60. The City will perform monitoring to ensure compliance with these reimbursements.

## **VIII. Performance Reports**

Consultant must submit a performance report on a monthly basis accompanying any request. The performance report must contain information on the amount of funds being requested for reimbursement. Report forms will be made available upon the execution of the Consultant Services Agreement, a copy of which may be obtained from the contact person listed in Section X.

## **IX. Record Keeping**

The consultant must maintain records necessary to document compliance with the provision of program regulations, and make them available to the City upon reasonable advance notice. Records shall be maintained for four years following the expiration of this agreement. The consultant is expected to use standard accounting practices in its fiscal record keeping.

## **X. Assistance from the City**

Any questions or inquiries pertaining to this RFP must be submitted to the following person:

**Ms. Marcela Piedra**  
City Manager  
1249 W. Main Street  
El Centro, CA 92243  
[mpiedra@cityofelcentro.org](mailto:mpiedra@cityofelcentro.org)  
(760) 337-4543

**Original and two Proposals shall include the following items:**

**A. Cover Letter**

- 1) The name, address and phone number of the contact person for the consultant for the remainder of the selection process.
- (2) Qualifying statement(s) or comment(s) regarding the consultant's proposal, the information provided in the RFP or the proposed contract.
- (3) Identification of sub-consultants and their responsibilities.

**B. Statement of Qualifications**

- 1) A listing of proposed project personnel, including personal experiences and resumes for prime and sub-consultants.
- (2) Consultants and sub-consultant experience with similar work, including names and current phone numbers of references for listed projects.

**C. Scope of Work**

- 1) A description of the tasks, sub-tasks, and deliverables that will be provided with a cost.

**D. Hourly Rate**

- 1) A cost proposal that includes an hourly rate sheet that lists all classifications of employees that could be assigned to the City's project and their hourly billing rates

**SELECTION PROCESS**

Proposals will be reviewed by the Community Services Department – Economic Development Division, lead agency for administering the CDBG Program. The Community Services Department will rank the consultants for contract negotiations based upon the materials submitted. The City will open contract negotiations with the top ranked firm. The City Council has final authority in the selection of the Consultant.

The City of El Centro will review the qualifications based on the selection criteria and 100 point scale as shown on Exhibit A.

**CITY'S RIGHT RESERVED: The City reserves the right to reject any or all proposals, to waive any information in a proposal, and to make awards in the interest of the City.**



**Request for Proposals for  
Fair Housing Services**

**Exhibit "A"**

**Proposals Evaluation Criteria**

Consultant/Firm Name: \_\_\_\_\_

Each proposal will be evaluated on the basis of the following criteria and assigned a numerical score. A minimum score of 75 is required for applicant to be placed on the list for further consideration.

<b>Evaluation Criteria</b>	<b>Points Possible</b>
<b>Fair Housing Experience - General</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Years of experience with fair housing counseling similar to the services outlined in Scope of Work.</li> </ul>	
<b>Fair Housing Experience - Municipal</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• Years of experience providing fair housing counseling services for a municipality.</li> <li>• Number of municipalities for which firm has provided fair housing services.</li> </ul>	
<b>Fair Housing Study and Report Writing Experience</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• Number of studies and reports developed for municipalities.</li> <li>• Variety and scope of fair housing study and report writing.</li> </ul>	
<b>Qualifications</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• Educational or professional levels of management and supervisors.</li> <li>• Training requirements for staff answering inquiries.</li> <li>• Ability to assist persons with limited English proficiency.</li> <li>• Ability to work collaboratively with landlords, property managers, and other community stakeholders.</li> </ul>	
<b>Proposal Presentation</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• Organization and completeness of response.</li> <li>• Clarity and brevity of response.</li> </ul>	
<b>Total Points Possible</b>	<b>100</b>

Name of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

## Fair Housing Services Request for Proposals

### Exhibit "B"

#### Compensation

Compensation for the proposed work shall be in accordance with the consultant's cost proposal. The maximum compensation for the scope of work described in the Scope of Work of this RFP shall not exceed the amount of \$ \_\_\_\_\_ for the 12-month period following execution of the contract between the City and the consultant.

Prevailing Wages: The City has determined that payment of state and/or federal prevailing will not be required for work completed under this contract.

**Fair Housing Services Request for Proposals**

**Exhibit "C"**

**Debarment, Suspension, Termination Certification**

The prime consultant, under penalty of perjury, certifies that except as noted below he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:

1. Is not currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal or state department or agency or private foundation source;
2. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal or state department or agency or private foundation or funding source within the past five (5) years;
3. Does not have a proposed debarment pending; and
4. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct with the past five (5) years.

If there are any exceptions to this certifications, describe the exception in an attachment to this exhibit and initial "Yes". The description should state the names of individuals and firms named in the action, the name of the initiating agency, department or organization, the nature of the exception and the date(s) of the action.

Exceptions will not necessarily result in denial of an award of contract, but will be considered in determining Consultant responsibility.

Providing false information may result in criminal prosecution or administrative sanctions.

This Certification is part of the proposal submitted in response to the Grant Writer Request for Proposals. Signing this certification on the signature line below shall constitute signature of this Certification.

Signature of Consultant: \_\_\_\_\_