



CITY OF KYLE

100 W. Center • Kyle, Texas 78640 • (512) 262-1010 • FAX (512) 262-3987

RFP

HUD 2023-2024 Consolidated Plan
CITY OF KYLE
Kyle, Texas

Request for Proposals

The City of Kyle is seeking professional services for the Preparation of the U.S. Department of Housing and Urban Development (HUD) 2023–2024 Consolidated Plan.

PROPOSED PROJECT

The City of Kyle ("the City") is soliciting proposals for consulting services from individuals or firms with expertise and understanding of the U.S. Department of Housing and Urban Development (HUD) as it relates to the Community Development Block Program (CDBG) for the development of a Consolidated Plan (Con Plan) as required by HUD. The City is preparing to become an entitlement jurisdiction and will receive an annual CDBG allocation directly from HUD. The proposal will highlight the consultant's capability to develop a five-year Con Plan that will establish goals and strategies for housing and community development in the City of Kyle for 2023–2024.

The selected consultant will also complete and/or augment the City's Impediments to Fair Housing Choice and publish said Analysis in conjunction with the completion of the Con Plan.

The target start date and term for the proposed services is May 2, 2023 through completion of the Consolidated Plan, subject to negotiation of a final agreement.

SCOPE OF SERVICES

5-Year Con Plan

The Consultant will follow the Consolidated Plan requirements at HUD CPD Notice - 12-009 and the Consolidated Plan IDIS Desk Guide found at www.hudexchange.info/programs/consolidated-plan.

The required work must follow any and all amendments and updates, such as utilizing HUD's Office of Community Planning and Development (CPD) eCon Planning Suite, including the Consolidated Plan template in IDIS Online and the CPD Maps website. The eCon Planning Suite is designed to support grantees and the public to assess their needs and make strategic investment decisions by providing better data and tools and by creating a seamless planning and grants management framework.

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 Con Plan components per the HUD regulations including all required charts, tables, maps and final input into IDIS. The product must be

provided in a digitized format that, after consultation with the City, is ready for posting on the City's website and for submission to HUD.

The Consolidated Plan is expected to be a comprehensive document that aligns, at a minimum, the City's needs and project priorities within the following programs::

- Community Development Block Grant
- HOME Investment Partnership Program

Key deliverables include:

- Complete a 5-year Consolidated Plan based on HUD requirements
- Complete annual Action Plan based on HUD requirements
- Set-up, Complete and submit the Consolidated Plan and Action Plan to HUD via the eCon Planning Suite.
- Assist with the Consultation and Citizen Participation Process
- Review Consolidated Plan, Action Plan and eCon Planning Suite set-up with staff.
- Make one (1) presentation to the Mayor and City Council.
- Provide progress reports on the completion of the Consolidated Plan upon request.

Qualification Requirements

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

- At least 5 years of experience providing planning consulting services
- Familiarity with HUD's eCon Planning Suite
- Experience with digital technology such as Word, Excel, Power Point, etc.

Knowledge of:

- CDBG Regulations
- Consolidated Plan Regulations
- Urban planning principles
- Methods of data collection, analysis and summarization (in narrative and graphic formats)
- Various housing and community development resources and governmental agencies

Proposal Format

Proposals should include the following information:

- Cover Letter, signed by the person authorized to bind the firm into an agreement
- Complete legal name, address, telephone number, email address
- DUNS number, and Tax Identification Number
- Business organization including the date established, number of employees, and brief history of the firm
- Statement of qualifications included a description of the approach the Consultant will employ in carrying out the work described in the Scope of Services
- Proposed time schedule for the Consolidated Plan, including target dates for public participation

- At least three (3) references of past clients with similar federal grants management experience and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
- Proposed budget for complete project and hourly rate for staff person(s) (by staff position/title)
- Provide one (1) original and two (2) copies of the proposal response. Only printed material will be accepted. The pages must be numbered. In addition, an electronic copy can be submitted on a thumb drive.

Three (3) copies must be received by the City of Kyle Assistant City Manager's Office prior to 4:00 pm on Tuesday, April 25, 2023. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Kyle
 Amber Schmeits
 Assistant City Manager
 100 W Center St
 Kyle, TX 78640

Proposal submission deadline is 4:00 pm on April 25, 2023 Late or incomplete submittals will be rejected.

QUESTIONS

Any requests for interpretation should be submitted in writing via email to Amber Schmeits at aschmeits@cityofkyle.com. As appropriate, interpretations will be summarized in the form of an addendum to the RFP, which will be posted on the City of Kyle website and emailed. Vendors are responsible to make sure they receive all addenda associated with this RFP. The deadline to submit questions is Thursday, April 20, 2023 at 2:00 p.m.

Proposal Evaluation Criteria

The City of Kyle reserves the right to award the contract generated from this RFP to the consultant 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 RFP CON Plan Panel (CPP) and shall be based on the consultant's qualifications including, but not limited to, the following:

Proposed Staffing, Firm Workload, and Resources (40 points)

- Corporate experience & capacity;
- Understanding of work to be performed;
- Understanding of Consolidated Plan;
- Familiarity with the City of Kyle;
- Professional expertise of team;
- Prior experience relative to project;
- Completeness, feasibility, and quality of scope of services;
- Schedule of proposed activities with timeline and proposed completion date(s);
- Project completion timeline for individual activities, written responses, reports, etc.;
- Plan for public participation;
- Complete cost breakdown by individual activity and overall project.

Response must also:

1. Discuss both current and potential time commitments of your proposed project staff to all clients;
2. Show a workload allocation table that demonstrates the number of hours that project staff will be devoted to the project, by project phase and cost for each;
3. Discuss the projected workload of each firm (primary contractor and any subcontractors) for all clients;
4. Demonstrate adequate support personnel, facilities and other resources to provide the services required and cost; and
5. Describe other resources of technical capabilities available to the Proposer which will specifically benefit the project.

Quality of Proposal (10 POINTS)

RFP Evaluation Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of the submittal.

Cost Proposal (20 POINTS)

The submitted cost proposal will be included in the overall RFP evaluation. This price is to be all-inclusive. There shall be no reimbursable costs.

Availability (20 POINTS)

The selected consultant's availability for face-to-face interactions and citizen groups. Response must name the individuals to perform the required services, plus any other professional/technical functions you deem essential to perform the services. Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive experience directly related to the proposed contract.

Participation by Small Business Firm, Minority Owned Enterprise, Section 3 Firm, or Women Owned Enterprise – (Maximum 10 points)

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

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the City of Kyle. Consultants 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 consultant 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 Kyle. 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 Kyle, will commit the City to award a contract to any consultant even if all of the user requirements in the RFP are met. The City may modify these requirements in whole or in part and/or seek additional consultants to submit responses. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

Consultants may be required to make a presentation of their qualifications on Tuesday, May 2, 2023, to the Mayor and City Council.

Rights to Proposals

All proposals, upon submission to the City of Kyle, shall become the City's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and the City of Kyle. The City accepts no financial responsibility for costs incurred by any consultant in responding to this RFP.

The City of Kyle reserves the right to reject any and all proposals and has the right in its sole discretion to accept the proposal it considers the most favorable to the interests of the City of Kyle. In the event that all proposals have been rejected, the City further reserves the right to seek out new proposals when such procedure is deemed reasonable and in the best interest of the City of Kyle.

The City of Kyle shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the proposal; any meeting required during the selection process; presentations or interviews; preparation of the cost statement; or final contract negotiations. All responses to the Request for Proposals will become the property of the City of Kyle.

The City of Kyle has the following prerogatives with regard to proposals submitted:

- To adopt any or all parts of a proposal
- To utilize any or all ideas from proposals submitted
- To correct any arithmetic errors in any or all proposals submitted
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award
- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature

Agreement for Services

The consultant will enter into an Agreement for Services with the City of Kyle based upon the contents of the RFP and the consultant's proposal. The consultant must include with the proposal a description of any exceptions requested to the standard contract. If there are no exceptions requested, a statement to that effect must be included in the proposal.

Insurance Requirements

Prior to executing an Agreement for Services, the consultant may be required to provide to the City proof of the required insurance and endorsement.