City of Holtville
Request for Proposals

For Grant Administration Services
for Development of the

SUNSET ROSE AFFORDABLE HOUSING SENIOR APARTMENTS

Funded by the

HOME INVESTMENT PARTNERSHIP PROGRAM through the
U.S. Department of Housing and Urban Development ("HUD")

Thursday, March 3, 2022

Requested by:
Nick Wells, City Manager
City of Holtville
121 W Fifth Street
Holtville, California 92250
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I. PROCUREMENT STATEMENT

CITY OF HOLTVILLE
REQUEST FOR PROPOSALS for
Grant Administration Services for
Development of the
Sunset Rose Affordable Housing Senior Apartments

Funded by the
HOME Investment Partnership Program through the
U.S. Department of Housing and Urban Development ("HUD")

NOTICE IS HEREBY GIVEN that the City of Holtville (hereinafter referred to as the “City”), acting by and through its City Council, is requesting PROPOSALS from qualified consulting professionals to provide Grant Administration Services for the above-listed project.

Funding for this project is provided by the HOME Investment Partnership Program through the United States Department of Housing and Urban Development ("HUD") to administer a $5.8 million grant to partially fund the construction of the Sunset Rose Apartments, a 32-unit affordable senior housing project proposed for the City. Up to approximately $85,000 has been allocated for Grant Administration functions.

SUMISSION DEADLINE: Receipt up to, but no later than 4:00 p.m., Monday, March 21, 2022

To be considered for negotiation and award of a contract, three (3) paper copies and one (1) electronic copy (CD or USB Drive) of proposals must be received by the date and time specified above in a sealed package at:

Holtville City Hall
121 West Fifth Street
Holtville, California 92250
Attention: Nick Wells, City Manager

Submissions shall be reviewed and rated on the basis of qualifications, specific experience, references, familiarity with the services, and pricing. The City will then determine which submissions best meet the City's requirements. The City reserves the right to reject any or all submissions, to waive any informality in any submission, and to select the submission that best meets the City’s needs.

Copies of the Request for Proposals can be obtained on the Holtville.ca.gov website or at Holtville City Hall.

II. SCHEDULE OF EVENTS

The Schedule of Events for the Grant Administration Services Procurement phase is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>Thursday, March 3, 2022</td>
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<tr>
<td>Proposals Due</td>
<td>Monday, March 21, 2022</td>
</tr>
<tr>
<td>Bid Evaluation</td>
<td>Wednesday, March 23, 2022</td>
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<tr>
<td>City Awards Contract</td>
<td>Monday, March 28, 2022</td>
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</tbody>
</table>

Proposals will be evaluated by a committee. It is the City’s intention to select the Consultant whose qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee’s recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.
III. PROJECT DESCRIPTION
The Sunset Rose Senior Apartments Project will include the development of one, two-story garden-style, elevator-served residential building consisting of 32 apartments for seniors 55-years and older. The units would consist of 26 613-square foot (sf) one-bedroom units, six 805-sf two-bedroom units, as well as one two-bedroom manager’s unit. All of the units would be affordable to households with incomes at or below the 50 and 60 percent annual median income (AMI) levels. In addition, the proposed project would include community areas and facilities including, but not limited to, a community room, kitchen, computer area, exercise room, laundry facilities, community garden, bocce ball court, picnic areas, and a dog park. The project would include 47 parking stalls.

IV. SCOPE OF WORK
The Scope of Work is to provide the necessary services to fulfill the oversight and documentation requirements necessary to comply with the terms of the HUD HOME Investment Partnership Program grant for the City as grantee and the project developer from the award of contract through the construction of the facility. Awardee shall perform all functions and prepare all reports and notices as required by HUD, including but not limited to:

1. Prepare all HUD required reports, notices, and documents necessary to process any City approved amendments to the Consolidated Plan and/or Annual Action Plan.
2. Provide periodic progress/status reports on the status of the project for HUD, staff and/or City Council.
3. Create and maintain archive files for future HUD/HOME compliance and reporting.
4. Work with the City staff to review subsequent project funding applications and qualifications for completeness and eligibility;
5. Provide training and technical assistance to staff.
6. Provide any other administrative services as required to properly administer the HOME Program.

V. RESPONSIBILITIES OF THE CITY
1. The City will designate a Point of Contact/Project Administrator to review project specific items and documents throughout the duration of the project.
2. The City will pay agreed upon amounts normally within 30 days of receipt of invoice. Invoice(s) shall be submitted with a detailed accounting of staff hours attributed to specific tasks.
3. The City will not provide dedicated workplace facilities.
4. The City reserves the right to perform any portion of the Scope of Work by City personnel or other consultants should the City determine it would be in the best interest of the City to do so.
VII. PROPOSAL CONTENT AND INFORMATION

Proposal should be typed, organized and concise, yet comprehensive.

1. General Requirements
   a. Provide a Project Cover Sheet and Cover Letter
   b. Provide a Table of Contents.
   c. State the interpretation of the services to be performed. The Consultant is to demonstrate an understanding of the Scope of Work and HUD requirements regarding this project.
   d. State whether the firm is local, regional, national or international.
   e. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.)
   f. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, e-mail if available, and phone number.
   g. A primary point of contact should be clearly delineated.
   h. Give the location of the office from which work is anticipated to be done and the number of employees of the company.
   i. List any sub-consultants anticipated to assist in Grant Administration duties, describing the services they may/will perform. Identify the qualifications and resumes of all sub-consultants that will be utilized.

2. Summary of Qualifications and Experience
   a. The Consultant is representing itself as a qualified professional in providing grant administration services and should provide information to demonstrate that acumen. The Consultant is to offer recommendations and comments with respect to services to be performed. It is expected that the Consultant will have some applicable experience in similar projects that will be delineated in the respondent proposals.
   b. If different from personnel identified above, identify the key personnel to be associated with the project, their roles and qualifications. Include professional registrations and affiliations.
   c. Summarize specific experience and qualification for similar and related projects, both federally funded and locally funded. List at least five (5) similar projects and describe the services previously performed for these projects. Least at least three (3) references with telephone numbers and email addresses.

3. Analysis of Effort/Methodology
   a. The proposal shall include a sample project timeline with specific tasks envisioned for this project; including staffing.
   b. Indicate deliverables to be provided and when.

4. Cost and Fees
   a. Develop costs and fees for services requested within this Request for Proposals (RFP). Submit a "Not to Exceed" cost proposal based on anticipated fully burdened hourly rates.
   b. Provide a clear breakdown of costs by task including designated staff, hourly rate and hours. Costs should be assumed for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all employee taxes, overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, and insurance. Telephone, copies, reproduction and transportation are regarded as additional expenses. A lump sum value for these additional expenses on the fee schedule spreadsheet.
   c. Submit itemized hourly fee schedule for additional services beyond the scope of work.
   d. Provide a statement signed by an authorized agent that the offer is valid for at least forty-five (45) days from the proposal due date.
IX. EVALUATION OF PROPOSALS

The Proposals will be evaluated according to the following criteria and point system.

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<thead>
<tr>
<th>CRITERIA</th>
<th>MAX POINTS</th>
<th>RATING</th>
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<tbody>
<tr>
<td>1. Experience with similar kinds of work</td>
<td>30</td>
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<tr>
<td>2. Understanding of the work to be done</td>
<td>25</td>
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<tr>
<td>3. Quality of staff for work to be done</td>
<td>15</td>
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<tr>
<td>4. Familiarity with HOME / HUD procedures</td>
<td>15</td>
<td></td>
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<tr>
<td>5. Costs &amp; Fees</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Maximum Total Points</td>
<td>100</td>
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A Committee will review and evaluate the proposals. It is the City's intention to select the Consultant whose qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be presented to the Holtville City Council for final determination.

The City reserves the right to reject any and all proposals or to waive any irregularities or informalities submitted in any proposals or in the proposal and selection process. The City also reserves the right to request additional information for clarification. The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committee’s recommendation.

Submit three (3) hard copies and one (1) electronic copy in Portable Document Format (PDF) on a clearly labeled CD or USB Flash Drive.

Clarification desired by a proposer shall be requested in writing or by emailing a minimum of 72 hours prior to the RFP submission date. Oral explanation or instructions shall not be considered binding on behalf of the City. Forward questions to the City of Holtville Contract Administrator at the following address:

Mr. Nicholas D. Wells, City Manager/Contract Administrator
121 West Fifth Street
Holtville, CA 92250
Phone: (760) 356-4574
Email: NWells@Holtville.ca.gov

Any modifications to this solicitation will be issued by the City Project Administrator as a written addendum.

Any sub-consultant participating in this project is to be listed within the contents of this consultant's response to this proposal. Unspecified sub-consultants shall not be allowed to be engaged by the applicant after the proposals are submitted to the City of Holtville.

This RFP does not commit the City of Holtville to award a contract or pay any costs associated with the preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.