



REQUEST FOR PROPOSALS
for
Disaster Recovery Consulting Services

June 7, 2018

Due Date: Monday, June 25, 2018,
4:00p.m.

SECTION I - INTRODUCTION

The City of Santa Rosa (City) is seeking a qualified and experienced organization to coordinate its Community Development Block Grant – Disaster Recovery (CDBG-DR) Needs Assessment, Action Plan, Implementation and Reporting, as well as assist with other State and federal grant opportunities associated with disaster recovery.

SECTION II - BACKGROUND

On October 8, 2017, the Tubbs Fire, the largest and most destructive in California history, burned an area between Calistoga and Santa Rosa. By early October 9th, the fire reached Santa Rosa's city limits, destroying approximately 3,000 housing units and 31 businesses. A Presidential Disaster Declaration was issued on October 10, 2017 making the City of Santa Rosa eligible for disaster assistance available through the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

The U.S. Department of Housing and Urban Development (HUD) has allocated CDBG-DR funds to the State of California Department of Housing and Community Development (HCD) to be distributed statewide to disaster affected areas. The City of Santa Rosa is seeking a qualified and experienced organization to coordinate with HCD and HUD to obtain CDBG-DR funds for use in Santa Rosa. Additionally, the Proposers may be requested to assist with funding applications, project implementation, or reporting to State and federal agencies for Public Assistance projects or other disaster recovery programs that may arise.

SECTION III - TERM AND COST

1) Term

- a) Initial term of the contract will be from the date of execution of the contract through June 30, 2020. At the end of the term, the City may choose to 1) renew the contract, 2) seek proposals from other service providers, or 3) assign responsibilities to City staff.

2) Cost

- a) Proposers will include detailed budgets for all aspects of the Proposal, which may include additional grant and program implementation for FEMA Public Assistance Projects or other grant opportunities that arise.

SECTION IV - SCOPE OF SERVICES

1) Community Development Block Grant Disaster Recovery (CDBG-DR) Activities

- a) Coordinate with HCD, consultants, and other agencies and organizations.

- b) Conduct the data collection needed for the CDBG-DR Needs Assessment.
- c) Development a Community Outreach Plan that complies with the State’s CDBG-DR Citizen Participation Plan requirements. Community Outreach should engage a variety of stakeholders throughout the Action Plan development and expenditure process.
- d) Develop an Action Plan, as determined by HUD and HCD, for the City of Santa Rosa. Alternatively, if HCD develops an alternative method for allocating CDBG-DR funds, prepare the necessary application materials to secure funding for the City of Santa Rosa.
- e) Prepare all required amendments, reports, and other required documents associated with the implementation and expenditure of CDBG-DR funds.
- f) Coordinate with City staff to maximize existing programs, systems, and documents for the expedited deployment of CDBG-DR funds.
- g) Perform any other necessary tasks associated with CDBG-DR Action Plan Development, including Hazard Mitigation Fund plans, implementation, and reporting.

2) FEMA Section 404 and 406 Coordination

- a) Prepare federal, State or other agency grant applications for eligible projects.
- b) Assist with the ongoing assessment of damage to public infrastructure. Manage grant applications, reporting and reimbursement requirements, and project close out processes.
- c) Develop mitigation projects and proposals to comply with State and federal program requirements.

3) Funding and Grant Support

- a) Provide staff with technical assistance to ensure compliance with State and federal regulations, including but not limited to FEMA and CDBG-DR regulations, environmental standards, prevailing wages, procurement/financial management, equal opportunity, and duplication of benefit.
- b) Coordinate with County, State and Federal representatives, as necessary, to support grant requirements.
- c) Develop an implementation plan and timeline for activity funding and disbursement that assures compliance with State and federal requirements.
- d) Set up required financial management, tracking, monitoring, and reporting systems, internally and externally, such as the Disaster Recovery Grant Reporting System or a similar State of California system.
- e) Provide post-award grant administration and program management services, including program monitoring and project close out requirements.

- 4) Outreach and Education
 - a) Throughout the term of the contract, conduct outreach sufficient to inform all interested parties with the requirements of the funding, prioritization of community needs and expenditure of funds in compliance with the State's CDBG-DR Citizen Participation Plan requirements or other requirements that are identified.
 - b) Provide content for a dedicated City webpage for the CDBG-DR and other disaster recovery programs that includes general information, FAQs, forms, contact information, and other necessary and required information as identified by the City, State and federal government.

- 5) Primary Contact
 - a) Act as the City representative and primary contact for all questions, comments and concerns associated with the Scope of Services. The Proposer will make themselves available to the public by phone, email and face-to-face meetings when requested, and may be required to make site visits to certain properties to evaluate the need for capital improvements or major repairs.

- 6) Language Services
 - a) Provide or contract for translation services (primarily Spanish) as needed to provide necessary public outreach and engagement.

- 7) Coordinate with City
 - a) Communicate regularly, but no less than once per week, with appropriate City staff to inform them of progress and activities.

- 8) Quarterly Reporting and Record Keeping
 - a) Submit comprehensive quarterly reports to the City by the 20th day of the month following the close of the quarter which document the activities of the previous three months. The reports must include:
 - i) Description of the work undertaken in the reporting period including:
 - (1) applications submitted;
 - (2) awards received; and
 - (3) information on outreach efforts including the number and type of groups or individuals engaged.
 - ii) Any other data requested by the City that will assist them in evaluating the effectiveness of the Proposer.
 - b) Proposer must keep all records for a minimum of five (5) years, or longer if required by State or federal regulations.

SECTION V - GENERAL QUALIFICATIONS

To effectively develop and administer the City's potential CDBG-DR, FEMA and other disaster recovery awards, the Proposer must have a solid background with the program, significant experience developing and administering Needs Assessments, Action Plans, and other required documents as described in this RFP for a community of comparable size and scale and impacted by a disaster, and must demonstrate the following:

1. Demonstrated expertise in managing CDBG-DR in large scale disasters, including the capacity to make recommendations across program areas. Direct experience in fire disasters is preferred, but not required.
2. Demonstrated ability to be a partner with City staff and the community in the development and implementation of a CDBG-DR Action Plan.
3. Knowledge of HUD's CDBG-DR program requirements, including timelines, document preparation, program implementation and reporting requirements;
4. Knowledge of best practices associated with engaging stakeholder groups following a large scale natural disaster to solicit their recovery input and needs;
5. For program implementation, the ability to review and determine the need for capital improvements and evaluate the reasonableness of proposed costs and timelines;
6. Exceptional customer service skills; and
7. Capacity to provide responsive services to the City of Santa Rosa, the State of California and federal agencies.

SECTION VI - PROPOSAL REQUIREMENTS

Proposals must contain the following information in the ensuing order:

1. Statement of Qualifications and Interest. Explain your organization's background and its principals. Describe relevant public-sector experience, including similar work in other cities, counties, states or U.S. territories.
2. Detailed description of persons and resources committed to providing these services. Provide resume and other background information regarding the individual or individuals who will perform the duties identified in the Scope of Services and describe all other staff resources that will be assigned to this project.
3. Understanding and Approach. Provide a statement demonstrating your understanding of the proposed services and describe your approach to implementing the services as outlined in the Scope of Services. Include your strategy to balance the interests of all parties, including but not limited to, residents, property owners, non-profit and community based organizations, and other affected groups.

4. Cost Proposal to perform the Scope of Services. Provide a total not-to-exceed budget for all services, as well as hourly rates to address additional work that may be required.
5. Proposed Schedule. Provide a detailed schedule for implementing the proposed services. Schedule is tentative based on the release of the Federal Register for CDBG-DR funds and subsequent actions by the State of California.
6. References. Provide complete contact information for at least three public agency clients with whom the organization has worked on similar projects within the past three to five years.
7. City Standard Professional Services Agreement. Statement indicating the organization has reviewed the City's standard PSA (Attachment A) and is able to meet the Agreement's requirements.

SECTION VII - ESTIMATED SCHEDULE

Proposals must be submitted by 4:00 p.m. on Monday, June 25, 2018. The City reserves the right to alter the schedule as necessary.

RFP Issued	Monday, June 11, 2018
Proposals Due	Monday, June 25, 2018, 4:00 p.m.
Consideration of Proposals (tentative)	June 26, 2018 – June 29, 2018
Award of Contract (tentative)	July 10, 2018

SECTION VIII - EVALUATION PROCESS

Proposals must fully address the requirements of this RFP, including sufficient information to verify that Proposers possess the qualifications and experience necessary to provide responsive and professional services on behalf of the City.

Proposals will be evaluated in accordance with the following criteria:

1. Quality of Proposal;
2. Quality of organization and experience of individuals to be assigned to providing the required services;
3. Demonstrated success in providing services of a similar nature in a similar community setting;
and
4. Cost.

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. Additionally, the City may seek clarification or additional information from proposers. This RFP does not commit the City to award an agreement or to pay any costs incurred in the preparation of a response to the RFP.

The City will not discriminate against any interested organization or individual on the grounds of race, creed, color, sex, sexual preference, age, disability or national origin in the contract award. The City reserves the right to reject any and /or all proposals at its discretion and the right to waive minor irregularities in any proposals.

After consideration of the criteria set forth above, if it is determined that a proposal submitted under this request is the best service delivery model, award will be made to the Proposer. The City will not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the City after all proposals have been evaluated.

SECTION IX - SUBMITTAL INSTRUCTIONS

Proposers shall submit Items 1-7 in *Section VI Proposal Requirements* and shall indicate the *Designated Contact* in the proposal package. Include the designated contact individual's name, address, phone number(s) and email address. The proposal shall be signed by an individual authorized to execute legal documents on behalf of the Proposer. Failure to provide all required submittals may result in a proposal being found non-responsive and not given consideration.

Proposals must be formatted as one PDF document and must be submitted by email no later than 4:00 p.m. on Monday, June 25, 2018, to Gloria Hurtado, Deputy City Manager, City Manager's Office at the following email addresses:

Gloria Hurtado, Deputy City Manager
City Manager's Office
ghurtado@srcity.org

Late proposals will not be considered under any circumstance.

SECTION X - QUESTIONS

For information concerning RFP procedures, interested parties may contact Megan Basinger, Housing and Community Services Manager at (707) 543-3033, or mbasinger@srcity.org

Attachment:

Attachment A- City of Santa Rosa Standard Professional Services Agreement including Insurance Requirements (Posted as separate attachments on Planet Bids)