

RFP # 2025-01-01

**PLANNING CONSULTING SERVICES
FOR CDBG, HOME, ESG, ECONOMIC
DEVELOPMENT, HOUSING AND OTHER
COMMUNITY DEVELOPMENT PROGRAMS**

REQUEST

FOR

PROPOSALS

NO. 2025-01-01

CITY OF HUNTINGTON
DEPARTMENT OF DEVELOPMENT AND PLANNING
800 FIFTH AVENUE, CITY HALL
HUNTINGTON, WV 25717

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Department of Development and Planning
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REQUEST FOR PROPOSALS – RFP # 2025-01-01
TO PROVIDE PLANNING CONSULTING SERVICES
FOR CDBG, HOME, ESG, ECONOMIC DEVELOPMENT,
HOUSING AND OTHER COMMUNITY DEVELOPMENT PROGRAMS

The City of Huntington, West Virginia, hereinafter referred to as the “City”, is currently administering a HUD Entitlement Community Development Block Grant (CDBG) Program, HOME Investment Partnership Grant (HOME) Program, and the Emergency Solutions Grant (ESG) Program, as well as other economic development, housing and community development programs. In accordance with the HUD Regulations found in 2 CFR Part 200 which establishes standards for the procurement of property and services involving the expenditure of Federal funds, the City hereby requests written proposals from qualified planning consulting firms for the provision of professional services in the design, planning and implementation of the City’s FY 2025, 2026, 2027, 2028, and 2029 CDBG, HOME and ESG Programs, economic development, housing and other community development programs.

A. TYPES OF SERVICES REQUIRED –

The City seeks the services of a professional planning consulting firm to provide planning and implementation services for a one (1) year period with an automatic renewal for four (4) additional one (1) year terms, unless cancelled ninety (90) days in advance of annual renewal, assuming funds are appropriated and allocated for FY 2025 through FY 2029.

1. Preparation of the Annual Action Plan for the CDBG, HOME, and ESG Programs.
2. Preparing the City’s Five Year Consolidated Plan for FY 2025 to 2029.
3. Assistance in qualifying activities for federal financial assistance.
4. Preparation of Environmental Review Records (ERR) for approved program activities under the Annual Action Plans, if requested.
5. Assistance in the preparation of annual performance reports as a part of the Consolidated Annual Performance and Evaluation Report (CAPER).
6. Providing advice and assistance in meeting the citizen participation requirements.

7. Providing advice and assistance in meeting the Federal Section 106 requirements in accordance with the State Historic Preservation Office (SHPO) and the U.S. Department of Interior regulations for historic preservation.
8. Providing advice and assistance in the implementation of program activities, including compliance with Federal and state regulations.
9. Providing advice and technical assistance in connection with the implementation of the CDBG, CDBG-CV, HOME, HOME-ARP, ESG, and ESG-CV Programs, including the lead based paint requirements.
10. Preparation of modifications and amendments to previously approved CDBG, CDBG-CV, HOME, HOME- ARP, ESG, and ESG-CV Grant Programs.
11. Providing advice and assistance in the preparation of Section 108 Loan Guarantee applications and BEDI applications.
12. Providing advice on other sources of funding for housing, community development and economic development programs, including the preparation of applications for additional sources of funds.
13. Preparation of Redevelopment Area Plans and Redevelopment Proposals in accordance with Wet Virginia Urban Renewal Act.
14. Assistance in the preparation of applications for funding to the WV Housing Development Fund (WVHDF) for housing.
15. Preparing other applications and/or performing studies in accordance with Federal and state programs and guidelines for which the City of Huntington may be eligible to apply for funding.
16. Assistance in conducting other planning studies.
17. Assist with Fair Housing plans and studies.
18. The Consultant will help the City develop CDBG and HOME policy and procedures manual.
19. The Consultant will help the City develop HOME ARP policy and procedures manual.

The City intends to select an offeror which it deems best qualified in its judgment to provide all of the services requested, on an as-needed basis, for the continuation of the CDBG, HOME, and ESG Programs, as well as housing,

economic development, planning and other community development programs. It is anticipated that the offeror will be expected to provide an average of two (2) man days per month in connection with the above listed tasks.

The City will negotiate with such offeror it deems most qualified to determine the fee for such services. If the City is unable to negotiate a fee, which seems reasonable, the City may negotiate with the offeror deemed second best qualified, or the City may issue another Request for Proposals. The multi-year commitment to the offeror is subject to HUD approval of future requests for CDBG, HOME, and ESG funds and no costs shall be considered incurred or encumbered for such years until HUD issues its letters of approval.

B. INFORMATION AND DATA REQUIRED OF EACH OFFEROR –

Consultants shall submit proposals and supporting documentation to the City by 10:00 A.M., prevailing time, on February 13th, 2025 through BidExpress.com. The proposal shall contain a response to each of the following:

1. Qualification and Experience of the Consultant – (50 points)

- a. Demonstrate the experience of the consulting firm in performing the tasks requested under the scope of services for this RFP in the CDBG Program, HOME Program, ESG Program, as well as economic development, housing, planning, other community development programs, and preparation of redevelopment area plans. (25 points).
- b. Identify the key personnel to be assigned to render the requested scope of services. Demonstrate that the key professional staff have the knowledge and ability to perform the work requested. Indicate any experience that the key professional staff have obtained from work on similar projects or in undertaking similar work responsibilities. (25 points)

2. Work Plans – (30 points)

- a. The Consultant shall prepare a work plan to address each task outlined in the types of services requested. The work plans shall include, but not limited to: allocating resources and personnel, the ability to provide continuity, and a timely response over the course of the contract period. (30 points).

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

- a. If the offeror qualifies under any of the following categories, the offeror shall set forth the basis for qualifying under these categories:
- (1) Small Business Firm – less than \$2.5 million in annual receipts. (2.5 points)
 - (2) Minority Owned Enterprise (MBE) – the principal owner(s) is a minority. (2.5 points)
 - (3) Section 3 Firm – located in City of Huntington. (2.5 points)
 - (4) Women Owned Enterprise (WBE) – the principal owner(s) is a female. (2.5 points)

4. Compensation – (Maximum 10 points)

- a. Provide the hourly fee schedule of all key personnel, administrative and miscellaneous cost, and an estimate of compensation per work element, including a not to exceed estimate of compensation.

C. FACTORS FOR AWARD –

The City will evaluate each written proposal, determine whether oral discussions with the offerors are necessary, then, based on the content of the written proposal and oral discussions, if any, select a firm best qualified for the assignment based on the data submitted and whose offer is most advantageous to the City, price and other factors considered.

In evaluating the proposal, the City will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The offeror with the highest total points will be selected for the purpose of negotiating a contract. If the City is not satisfied with the basis used by the offeror or with the price of the services to be rendered, the City may proceed to negotiate a contract with the offeror with the next highest point total. The points to be awarded are set forth for each segment above in B.

1. Qualifications and Experience of the Consultant – (50 points)

- a. Demonstrate the qualifications and experience of the consultant and key personnel in conducting efforts of the nature and scope required by this Request for Proposals, and any previous experience in working with the City of Huntington on its CDBG, HOME, and ESG Programs.

2. Work Plans – (30 points)

- a. Quality of consultant's work plans, including but not limited to allocating resources and personnel and ability to provide both continuity and timely response over the course of the contract period.

3. Participation by Small, Minority, Women, or Section 3 Firms – (10 points)

- a. Any offeror who meets one or more of the following factors shall receive two and one half (2 ½) points for each factor met:
- (1) Small Business Firm
 - (2) Minority Owned Enterprise
 - (3) Section 3 (Huntington based) Firm
 - (4) Women Owned Enterprise

4. Compensation – (Maximum 10 points)

- a. **Hourly fee schedule** of personnel, administrative and miscellaneous cost, and
- b. **An estimate of compensation per work element**, including a not to exceed estimate of compensation.

The City will enter into negotiations with the most qualified firm and execute a contract upon completion of negotiation of fees and contract terms. If the City is unsuccessful in negotiating a contract with the committee selected most-qualified firm, the Owner will then negotiate with the next most qualified firm in sequence with the evaluation matrix scoring until an agreement is reached or a determination is made to reject all firms on the final list. Once negotiations reach an impasse with a firm, the owner will terminate the fee negotiations with that firm and will not return to that firm for any renegotiations.

Contact with Evaluation Team: All firms interested in this project, (including the firm's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, other city staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact during this selection process must be addressed to the authorized representative identified below:

Dan Underwood, Director of Purchasing, 304-696-5590 x2015 or
dunderwood@huntingtonwv.gov