



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 2, 2010

SUBJECT: Request for Qualifications for CDBG, HOME, and other Housing Programs' Technical and Labor Compliance Services

Report in Brief

As a Community Development Block Grant (CDBG) recipient, the U.S. Department of Housing and Urban Development (HUD) allows jurisdictions to contract out for CDBG professional services for no more than three consecutive years with the same consultant. The City last procured technical assistance and labor compliance services for CDBG in 2007.

Staff recommends that the City Council approve Resolution No. ____ (Attachment I) authorizing release of a Request for Qualifications (RFQ) for technical assistance and labor compliance services for CDBG and HOME Investment Partnerships Program (Attachment II), accept the selection committee's recommendation, and authorize the City Manager to execute the contract for Fiscal Year 2011 and subsequent years.

Background

The City of Woodland receives an annual allocation of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). As a recipient of these funds, the City must adhere to the detailed Federal regulations regarding the use of CDBG dollars, along with the many other requirements associated with the implementation of CDBG-funded activities.

Federal procurement regulations allow jurisdictions to contract out for CDBG professional services for no more than three consecutive years with one consultant. After that time, that jurisdiction must issue a RFQ to the public before entering into another contract for these services. For the past several years the City has maintained a contract with the community development consulting firm, Willdan, to provide implementation of the City's Housing Rehabilitation Program, Davis-Bacon Labor Standards compliance for the City's CDBG funded projects, and labor compliance services for HOME funded multi-family projects.

Specifically the contract will include these consultant services:

Housing Rehabilitation Program

- Marketing of program
- Receipt and review of applications for rehabilitation funding
- Income qualification of households eligible for program
- Preparation of loan package for loan committee review
- Preparation of loan documents
- Coordination of project bidding/cost estimates

Technical Construction Services

- Preparation of project scope of work
- Preparation of bid package
- Assisting with permitting if needed
- Review of construction invoices
- Overall coordination with City staff throughout project

Davis Bacon Labor Standards

- Assess projects for labor standards requirements
- Secure wage determinations
- Ensure Davis Bacon labor standards language in bid documents
- Attend pre-construction meetings and advise attendees regarding Davis Bacon labor standards requirements
- Review payrolls throughout projects

The consultant will not assist with administrative work done by City staff, which involves ensuring that all CDBG requirements and regulations are met by the consultant, initiation and preparation of public hearing notices and meetings, attendance and participation at meetings with the City Council, preparation of the Annual Action Plan and five-year Consolidated Plan, preparation of National Environmental Policy Act (NEPA) documents, financial draw downs from HUD, reconciliation of City and HUD financial records, attendance and participation during HUD and City annual audits, completion of HUD performance measurement outcome documents, monitoring of grant recipients' programs and projects and servicing all housing loans.

Discussion

If authorized, the RFQ will be released on March 3, 2010 and responses will be due by Thursday, March 25, 2010. The RFQ responses will be evaluated by a three-member selection committee consisting of Housing and CDBG staff. The responding firms will be compared to each other and ranked in six different categories, including labor standards, housing rehabilitation, firm experience, staff communication, consultant CDBG experience, and hourly rate. The lower the score, the higher the consultant is ranked. The selected firm will be contracted to provide services beginning July 1, 2010 through June 30, 2011. For two years after the initial contract, the City may reauthorize the services contract with the consultant if the City is pleased with the performance and services offered.

Fiscal Impact

All services provided to the City for technical and labor compliance services for the CDBG or HOME Program are attributed to specific projects as activity delivery expenses. For the Housing Rehabilitation Program the services cannot exceed 15% of the loan amount. Labor Compliance services for HOME-projects (multi-family construction projects) are funded through the HOME grant received for the specific project.

There is no impact on the City's General Fund.

Public Contact

Posting of the City Council agenda.

Alternative Courses of Action

1. Approve Resolution No. ____ (Attachment I) authorizing release of a Request for Qualifications (RFQ) for technical assistance and labor compliance services for CDBG and HOME Investment Partnerships Program (Attachment II), accept the selection committee's recommendation, and authorize the City Manager to execute the contract for Fiscal Year 2011 and subsequent years.
2. Do not approve Resolution No. ____ and provide alternate direction to staff.

Recommendation for Action

Staff recommends that the City Council approve Alternative No. 1.

Prepared by: Devon Horne
Redevelopment/Housing
Analyst

Reviewed by: Cynthia Shallit
Redevelopment Manager

Mark G. Deven
City Manager

Attachment I: Resolution

Attachment II: Request for Qualification for CDBG, HOME, and other Housing Programs
Technical and Labor Compliance Services

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WOODLAND TO EXECUTE A CONDITIONED
RENEWAL GRANT AGREEMENT FOR A SUPPORTIVE
HOUSING GRANT AND EXECUTE A SUBRECIPIENT
AGREEMENT WITH THE YOLO WAYFARER CENTER**

WHEREAS, the Supportive Housing Program is authorized by Title IV, Subtitle C, of the McKinney-Vento Homeless Assistance Act of 1987, as amended;

WHEREAS, the City of Woodland has annually received a Supportive Housing grant renewal since 2000;

WHEREAS, the Supportive Housing renewal grant annually funds the Yolo Wayfarer's Center families transitional program and singles transitional program.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1: This City Council hereby authorizes the City Manager to execute a Conditioned Renewal Grant Agreement with HUD for a 2010 Supportive Housing Grant in the amount of \$177,343;

Section 2: This City Council hereby authorizes the City Manager to execute a subrecipient agreement with the Yolo Wayfarer Center and any other documents necessary to implement this program;

Section 3: This City Council hereby authorizes the Finance Officer to amend the budget and make all changes necessary to accomplish the foregoing;

Section 4: This Resolution shall take effect from and after the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED this 2nd day of March, 2010 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Marlin H. Davies, Mayor

ATTEST:

APPROVED AS TO FORM:

Sue Vannucci, Director of Administrative
Services

Andrew Morris, City Attorney



Request for Qualifications

Technical Assistance and Labor Compliance Services for the City of Woodland Community Development Block Grant Program and HOME Investment Partnerships Program

Proposal Specifications

The City of Woodland is seeking proposals from qualified private firms and individuals to provide technical assistance and labor compliance services for its Community Development Block Grant (CDBG) program and Home Investment Partnerships Program (HOME) particularly labor compliance and housing rehabilitation program services. Qualified consultants assigned to the position must have extensive experience working with federal grant programs.

General Background

Woodland, incorporated in 1871, is a community of approximately 52,500 people located 20 miles northwest of the City of Sacramento. Woodland is an entitlement community under the CDBG program, receiving an annual allocation of approximately \$600,000. The objectives of the CDBG / Entitlement City Program are to undertake eligible activities which will carry out the primary objectives of Title 1 of the Housing and Community Development Act of 1974, as amended, which are to provide decent housing and a suitable living environment and expand economic opportunities, principally for persons of low and moderate-income. The City is not a Participating Jurisdiction under the HOME program; however it may apply for and receive yearly HOME funding allocations from the State of California.

Description of Duties

The selected Consultant will provide professional and technical assistance of CDBG and HOME activities to ensure compliance with all applicable Federal and State guidelines and requirements. The scope of work shall include, but not be limited to, the following:

- **Labor Standards Compliance:**
Conduct Davis-Bacon, Related Acts and Section 3 monitoring for construction projects, attending pre-construction conferences and meetings, and reviewing completed projects for all necessary compliance issues. Projects range from owner-occupied housing rehabilitation, small commercial rehabilitation, CDBG funded public improvement projects and large multi-family housing projects.

- **Housing Rehabilitation Program:**

Provide professional oversight of the City’s CDBG-funded Housing Rehabilitation Program to ensure compliance with all applicable CDBG guidelines and regulations. Those duties include working with City staff and residential rehabilitation applicants to determine eligibility, underwriting loans, file all necessary documentation, prepare work write-ups including lead-based paint abatement, and prepare bid packages.

The consultant shall maintain open communications with City staff in the Community Development and Finance Departments. The Consultant will provide monthly written reports on the status of current housing rehabilitation projects. The City intends to pay for housing rehabilitation program consultant services with its CDBG funds. Therefore the selected consultant shall be subject to all CDBG requirements.

- Provide technical assistance for the administration and implementation of the City’s lead-based painted abatement program.
- As needed, provide technical assistance for the administration and implementation of HOME-funded programs and projects.
- Ensure compliance with all applicable federal, state, and local laws and polices.
- Attend public and committee meetings, if necessary.

Proposal Format

Your proposal should be submitted in the following format:

Section 1:

Describe your firm, including your area of specialization, number of employees, prior experience performing similar services for other agencies, and current workload.

Section 2:

Describe how you typically communicate with City staff regarding the status of on-going work. Please provide examples of any report formats you use to keep staff informed.

Section 3:

Please provide the names and backgrounds of the individuals who will be providing the actual services to the City. Include their prior experience performing services related to Housing Rehabilitation and labor standards compliance, as well as providing administrative support to municipalities. Also include references from other municipalities as appropriate.

Section 4:

Provide the hourly rate(s) for consultant services.

Section 5:

Provide any additional information you believe will be helpful to assist in the review of your proposal. Include any attachments, exhibits or reports which you feel will help the City gain an understanding of your firm’s ability to provide these services to the City of Woodland.

To be considered, proposals must be submitted no later than **3:00p.m. Friday, March 26, 2010** to the City's Community Development Department, 300 First Street, Woodland, CA 95695. **POSTMARKS WILL NOT BE ACCEPTED.** Please submit **two copies** of your proposal.

Selection Criteria

Selection of a consultant will be done on a competitive basis. In reviewing and evaluating the responses to this Request for Qualifications (RFQ), City staff will be considering the following (not necessarily in order of priority):

- Contractor's capability and demonstrated experience
- Cost for services
- Contractor's ability to work closely with City staff

These criteria should not be construed so as to limit other considerations which may become apparent during the course of the review and selection process. The City reserves the right to reject any proposal.

Term of Contract

The term of the contract is anticipated to be renewable annually for up to three years.

All questions concerning this RFQ should be directed to Devon Horne, Redevelopment & Housing Analyst (CDBG Coordinator) at (530) 661-5837

Miscellaneous Provisions

The following meanings are attached to the following defined words when used in these specifications and the contract: the word "City" means the City of Woodland. The word "Consultant," "Bidder," "Contractor," or "Firm" means the person, firm or corporation submitting a proposal to provide services to the City.

This RFQ does not commit the City of Woodland to award a contract or to pay any cost incurred in the preparation of a proposal.

Any changes to the RFQ requirements will be made by addendum. All addenda shall be signed by bidders and attached to the proposal. Failure to attach any addenda may render the proposal non-responsive and cause it to be eliminated from consideration.

The City may require the selected bidder(s) to participate in negotiations and to submit such prices; technical or other revisions of their proposals as may result from negotiations. Bidder(s) selected for interview may be asked to submit "best and final" cost proposals as a final step in the selection process.

The City of Woodland reserves the right to negotiate a service contract with two or more bidders to provide the service jointly for the contract period.

All responses to this RFQ become the property of the City of Woodland. At such time a final award is made, all proposals submitted in response to this RFQ become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the bidder as business or trade secrets, and marked "Trade Secret", "Confidential" or "Proprietary", or if disclosure is required under the Public Record Act.