

REQUEST FOR PROPOSALS

Contents

| | |
|--|----------|
| BACKGROUND INFORMATION: | 2 |
| RFP TIMELINE: | 2 |
| BUDGET: | 3 |
| SCOPE OF WORK: | 3 |
| PROPOSAL SECTIONS: | 4 |
| AWARD CRITERIA: | 5 |
| PROPOSAL SUBMISSION REQUIREMENTS: | 5 |
| PROPOSAL SUBMISSION DEADLINE: | 5 |
| GENERAL INFORMATION AND REQUIREMENTS: | 5 |

BACKGROUND INFORMATION:

The NJ Department of Community Affairs (DCA) seeks a qualified professional consultant to assess New Jersey's housing and community development needs and prepare a draft of the next Five-Year Consolidated Plan (2020-2024), One Year Action Plan and an Assessment of Fair Housing in order to meet the regulatory requirements of the US Department of Housing and Urban Development (HUD).

New Jersey's HUD-CPD Programs include the Community Development Block Grant Program (CDBG), Emergency Solutions Grant Program, HOME Investment Partnership Program, Housing Opportunities for Person with AIDs (HOPWA) and the Housing Trust Fund Program (HTF).

Consultants must follow the requirements at:

- Consolidated Plan requirements at [HUD CPD Notice-12-009](#)
- The Consolidated Plan IDIS Desk Guide found at <https://www.hudexchange.info/consolidated-plan/econ-planning-suite>
- The Consolidated Plan Guides, Tools and Training found at: <https://www.hudexchange.info/programs/consolidated-plan/guides/#consolidated-plan-template-in-idis>
- The Consolidated Plan Regulations and Federal Notices found at: <https://www.hudexchange.info/programs/consolidated-plan/consolidated-plan-regulations-and-federal-register-notices/>
 - HUD rule on Affirmatively Furthering Fair Housing: https://www.huduser.gov/portal/affht_pt.html#final-rule

The consultant must be willing to commit to a timeline that includes the following phases over a 4-month period:

- Data collection and analysis
- Stakeholder consultation and public meetings
- Draft Consolidated 5-Year Plan and Annual Action Plan
- Draft Assessment of Fair Housing
- Public Hearing on draft plans
- Draft response to comments

RFP TIMELINE:

RFP Released: February 12, 2020

RFP Deadline for Submission: February 18, 2020

Award made: February 21, 2020

Deadline for full Consolidated Plan, Annual Action Plan and Assessment of Fair Housing to be in final draft: June 30, 2020

BUDGET:

DCA estimates a budget not to exceed \$97,000 for the completion of this work. Proposed budgets must include expected itemized costs for each scope of work as described below.

SCOPE OF WORK:

- Data collection and analysis
- Stakeholder consultation and public meetings (at least 3 regional meetings)
- Draft of 5-year Plan and Annual Action Plan including:

➤ Needs Assessment

- NA-05 Overview
- NA-10 Housing Needs Assessment
- NA-15 Disproportionately Greater Need: Housing Problems
- NA-20 Disproportionately Greater Need: Severe Housing Problems
- NA-25 Disproportionately Greater Need: Housing Cost Burdens
- NA-30 Disproportionately Greater Need: Discussion
- NA-35 Public Housing
- NA-40 Homeless Needs Assessment
- NA-45 Non-Homeless Special Needs Assessment
- NA-50 Non-Housing Community Development Needs

➤ Market Analysis

- MA-05 Overview
- MA-10 Number of Housing Units
- MA-15 Cost of Housing
- MA-20 Condition of Housing
- MA-25 Public and Assisted Housing
- MA-30 Homeless Facilities
- MA-35 Special Needs Facilities and Services
- MA-40 Barriers to Affordable Housing
- MA-45 Non-Housing Community Development Assets
- MA-50 Needs and Market Analysis Discussion

➤ Strategic Plan

- SP-05 Overview
- SP-10 Geographic Priorities
- SP-25 Priority Needs
- SP-30 Influence of Market Conditions
- SP-35 Anticipated Resources
- SP-40 Institutional Delivery Structure
- SP-45 Goals
- SP-50 Public Housing Accessibility and Involvement
- SP-55 Barriers to affordable housing
- SP-60 Homelessness Strategy
- SP-65 Lead based paint Hazards

SP-70 Anti-Poverty Strategy
SP-80 Monitoring

➤ Annual Action Plan

- AP-15 Expected Resources
- AP-20 Annual Goals and Objectives
- AP-25 Allocation Priorities
- AP-30 Method of Distribution
- AP-35 Projects
- AP-40 Section 108 Loan Guarantee
- AP-45 Community Revitalization Strategies
- AP-50 Geographic Distribution
- AP-55 Affordable Housing
- AP-60 Public Housing
- AP-65 Homeless and Other Special Needs Activities
- AP-70 HOPWA goals
- AP-75 Barriers to affordable housing
- AP-85 Other Actions
- AP-90 Program Specific Requirements

- Draft Assessment of Fair Housing
- Public hearing on draft
- Draft response to comments

PROPOSAL SECTIONS:

The proposal shall include, at a minimum, the following mandatory sections:

- Cover Letter
- Qualifications: Provide the name, address, telephone number and email address of the primary contact person. Identify all individuals anticipated to be involved in this project and the role each is expected to fill. Provide resumes for everyone identified
- Experience: Describe successful projects of similar size and scope (previous state-level Consolidated Plan experience is preferred); working knowledge of the Consolidated Plan, including the regulations and requirements
- Proposed Plan for Developing a Five-Year Plan, Annual Action Plan and Assessment of Fair Housing
- Schedule of proposed activities with timeline and proposed completion date(s).
- Price proposal and estimated time to complete project
- Schedule of invoicing (i.e. monthly or staged or other)
- References

AWARD CRITERIA:

- Understanding of work to be performed
- Professional expertise of team
- Prior experience relative to project
- Quality of scope of services and project schedule
- Fee schedule and cost

PROPOSAL SUBMISSION REQUIREMENTS:

- Mail three (3) copies to:
NJ Department of Community Affairs
Division of Housing and Community Resources
101 S. Broad Street, PO Box 051
Trenton, NJ 08625-0051
Attn: Lisa Downes
- Email one complete scanned version to Sheri Malnak at sheri.malnak@dca.nj.gov

PROPOSAL SUBMISSION DEADLINE:

- 4 PM on February 18, 2020
- Late or incomplete submittals will be rejected

GENERAL INFORMATION AND REQUIREMENTS:

- All work will be performed on a fixed-rate, cost-incurred basis. Final payment is subject to a satisfactory final product, as determined by DCA.
- All deliverables must be submitted in draft form and will not be considered as final until accepted by DCA. Vendor shall be provided with an opportunity to remedy deficiencies if necessary for DCA approval but work must be completed within initial budget.
- If DCA determines progress, as measured by the agreed upon timeline and activity description, is inadequate, it reserves the right to terminate the contract with a 30-day written notice.
- Although cost is a factor, DCA reserves the right to select the consultant that best suits its needs.
- Any changes in project cost, timeline, or scope during the contract must be pre-approved in writing by both the parties.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
CONTRACT COMPLIANCE & AUDIT UNIT
P.O. BOX 236

TRENTON, NEW JERSEY 08625-0236
TELEPHONE (609) 292-5400/TELEFAX (609) 292-5899
CCAU@treas.state.nj.us

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ANDREW P. SIDAMON-ERISTO
State Treasurer

33 W. STATE STREET
TRENTON, NJ 08625

MEMORANDUM

TO: All Agency Waiver of Advertising Recipients

FROM: Philip J. Michaels, Assistant Director, CCAU

SUBJECT: Organ and Tissue Donation Statute

DATE: October 17, 2012

Effective immediately, you are required to comply with P.L. 2012, c. 4, which requires all agencies to encourage vendors to notify their employees of organ and tissue donation options. Please include a copy of this memorandum, or use the language provided below, to notify all vendors receiving waiver of advertising contracts of this new statutory requirement. This communication should be done as soon as possible, either upon your notification to the vendor of the approval and activation of their contract, or upon sending any copies of contracts or agreements to the vendor.

“Organ and Tissue Donation: As defined in section 2 of P.L. 2012, c. 4 (N.J.S.A.52:32-33), contractors are encouraged to notify their employees, through information and materials or through an organ and tissue awareness program, of organ donation options. The information provided to employees shall be prepared in collaboration with the organ procurement organizations designated pursuant to 42 U.S.C. §1320b-8 to serve in this State.”