

**TOWNSHIP OF BLOOMFIELD
PUBLIC NOTICE
SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR
CDBG CONSULTANT**

The Township of Bloomfield is soliciting a request for Proposal (“RFP”) to provide

CDBG CONSULTANT

for a contract period beginning on January 1, 2020 and ending December 31, 2020.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on Tuesday, December 3, 2019, 12:00 P.M. prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk’s Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <http://www.bloomfieldwpnj.com/main/services/bid-requests-rfps-and-rfqs>. Bids will be deemed incomplete if all of the documents are not submitted according.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Bloomfield, Essex County, New Jersey.

GENERAL REQUIREMENTS

- A. General Statement: The Township of Bloomfield requests proposals for services of providing Management and Program Delivery Services for all activities related to its CDBG Program for the project period.
- B. Specifically, the Township requests the following services to be provided when needed based on

HUD timelines:

1. Action Plan and program development and support including Action Plan amendments.
2. Establishment of program processes, timelines, goals, metrics and deliverables.
3. Document control and management.
4. Policy development and Review.
5. Program and financial compliance requirements and local financial procedural support.
6. Support of communications strategy.
7. Development of monitoring plans and execution of said plans.
8. Manage program operations for all CDBG programs.
9. All allowable reporting required in the IDIS System or its equivalent.
10. Training/Outreach support for grant subrecipients, partners, and Township staff.
11. Other support and consulting functions as outlined in the following detailed Scope of Work.
12. The Township anticipates the firm/individual will use current and future CDBG plans to make recommendations for use of funds to the Township. The Township further anticipates that the firm/individual will be aware of and be the lead entity on all aspects of projects approved for funding by the Township using CDBG funds.
13. The Township reserves the right to select a firm/individual to provide any or all of these tasks and the Township may choose to select additional tasks for the firms/individuals selected using this same RFP.

DETAILED SCOPE OF WORK

I. CDBG Administration and Compliance Management

- Responsibility for overall management and coordination of the Township's HUD funded CDBG Program for the contract period.
- a) Prepare and coordinate the preparation and submission of the Township's Annual Action Plan to HUD, including coordination and responsibility for the AAP development process, public outreach review and eligibility of proposed projects, development and management of the Citizen Participation Plan, sub-recipient monitoring, DBRA and other tasks required pursuant to 24 CFR Part 91.
- b) Prepare and maintain the Township's Consolidated Plan during the contract period including citizen participation compliance, major amendments, revisions or changes and IDIS input as required.
- c) Responsibility for all IDIS entry and set-up for activities in each AAP year and for changes, revisions, amendments during the year, including activity updates.
- d) Prepare and coordinate submission of C.A.P.E.R. annually to meet HUD requirements subject to City's review and approval.
- e) Establish and input IDIS project activities after HUD approval of the ConPlan/Annual Action Plan.
- f) Prepare sub-recipient Agreements for approved activities as may be required and provide the Township with executed copies.
- g) Complete an ERR for all activities pursuant to 24 CFR Part 58 and provide each to the Township for final review and approval. Establish publication dates and draft notices as required and coordinate publication and submission to HUD for Release of Funds.
- h) Periodic monitoring of sub-recipients and funded Township agencies to establish program compliance performance of Program goals and objectives.
- i) Hold an annual sub-recipient work-shop for new/existing subrecipients to review CDBG compliance and reporting requirements.
- j) Development of a plan for transitioning to the new AFFH process
- k) Provide general advice and guidance on CDBG issues/matters to the City during the contract period.

Submission:

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Fee schedule.
4. Statement of Availability to perform work outlined in the Scope of Services.
5. Copy of Business Registration Certificate.
6. Copies of other required disclosure information.

Selection:

The Mayor and Council reserve the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.
5. Fee.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES