

Patricia A. Peshka  
Purchasing Agent



Joseph J. Solomon  
Mayor

**City of Warwick**  
Purchasing Division  
3275 Post Road  
Warwick, Rhode Island 02886  
Tel (401) 738-2013  
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Monday, July 29, 2019  
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
PROPOSALS REQUESTED FOR**

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**RFP2020-104 Five-Year Consolidated Plan & Year One Annual Plan**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, July 29, 2019. **Please note that our office will be closed on Monday, August 12, 2019 and will re-open on Tuesday, August 13, 2019 at 8:30am.**

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Wednesday, August 28, 2019. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards will be made on the basis of the lowest evaluated or responsive proposal price. Please note that no proposals can be accepted via email or fax.

The City of Warwick, in addition to soliciting bids in response to this RFP, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

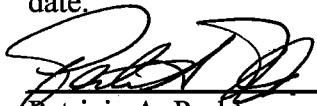
RI State MPA: <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the proposal opening date.

  
Patricia A. Peshka  
Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL**

**Acknowledgement of Addendum (if applicable)**

<b>Addendum Number</b>	<b>Signature of Bidder</b>
_____	_____
_____	_____

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ \*

\*Please include your email address. Future proposals will be emailed, unless otherwise noted.

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**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_  
RFP2020-104

\_\_\_\_\_  
Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL**

**CERTIFICATION & WARRANT FORM\***

**This form must be completed and submitted with sealed bid.  
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**\*This form cannot be altered in any way**

**CITY OF WARWICK  
NOTICE TO BIDDERS**

**RFP2020-104 Five-Year Consolidated Plan & Year One Annual Plan**

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals will be accepted via facsimile or email.

The opening of proposals will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any proposals on that item have been opened, no other proposals on that item will be accepted and any such proposal will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

All proposals should be submitted with one (1) original and one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "2020-104 Five-Year Consolidated Plan & Year One Annual Plan."

Should you have any questions, please contact William Facente, Program Coordinator, Office of Housing & Community Development, at 401-921-9688.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder must indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 available on [www.warwickri.gov](http://www.warwickri.gov) should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for Professional Liability in a minimum amount of \$1 million. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

The successful bidder will provide said **Certificate of Insurance** and **State of Rhode Island's Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm one (1) year from date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If

the City terminates in the interests of the City after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

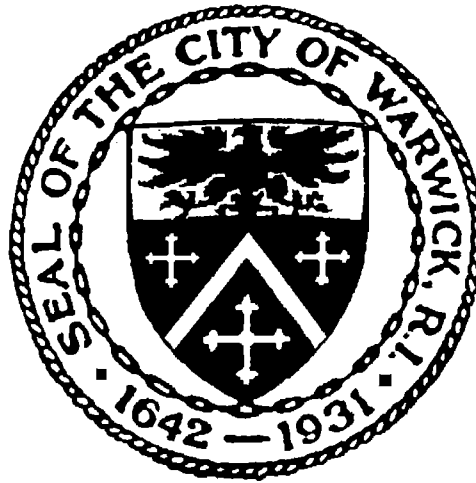
The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the proposal specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

**City of Warwick  
Office of Housing & Community Development**



**Request for Proposals  
(RFP)**

**for**

**2020-2024  
Consolidated Plan  
&  
2020 Action Plan**

**Joseph J. Solomon  
Mayor**

## Request for Proposals

The City of Warwick's Office of Housing & Community Development ("OHCD") is requesting proposals from qualified firms ("Consultants") to undertake the development of the City of Warwick's PY 2020-2024 Five-Year Consolidated Plan and PY 2020 Year One Annual Action Plan. Both plans must be submitted to the U.S. Department of Housing and Urban Development ("HUD") no later than May 15, 2020, after a 30-day public review and comment period. The Consolidated Plan ("ConPlan") and Annual Action Plan ("Annual Plan") shall encompass the Community Development Block Grant ("CDBG"), and fulfill HUD regulatory requirements regarding the receipt and potential receipt of HUD funds.

### **I. Description of the Project:**

The ConPlan combines the planning and application requirements of certain Federal Regulations (24 CFR 570.200 and 24 CFR Part 91) and includes a Needs Assessment and Market Analysis outlining levels of relative need in the areas of affordable housing, homelessness, special needs, and community development. The consultant will be expected to gather the information through a number of methods, including consultation with City administration, state and local agencies, non-profit organizations, public outreach, a review of demographic and economic data sets, and a housing market analysis. The Needs Assessment portion forms the basis of the Strategic Plan that will detail how the City of Warwick will address its priority needs.

The period of this ConPlan is July 1, 2020 through June 30, 2024 and the period of the Annual Plan is July 1, 2020 through June 30, 2021. The ConPlan and Annual Plan must meet all requirements of the Federal regulations (24 CFR 570.200 and 24 CFR Part 91) and must follow the HUD guidance for the e-Con Planning Suite.

The City of Warwick is an entitlement City which receives just under One Million (~\$1,000,000) dollars in Community Development Block Grant (CDBG) funding annually.

The Office of Housing & Community Development is required to submit a 5-year Consolidated Community Development Plan to the Department of Housing and Urban Development according to Federal Regulation 24 CFR 570.200 and 24 CFR Part 91. Included as a requirement to the Consolidated Plan, an Annual Action Plan for the program year July 1, 2020-June 30, 2021, must be completed and submitted simultaneously. The City desires to hire a qualified consultant to undertake these two tasks that meet all requirements of the Federal Regulation. The specific requirements for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24, Section 91, et. seq. (24 CFR 91) can be found at:

[https://www.onecpd.info/resources/documents/24CFRPart91\\_11.21.11.pdf](https://www.onecpd.info/resources/documents/24CFRPart91_11.21.11.pdf) and guidance for preparing a Consolidated Plan submission can be found at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/about/conplan/cp\\_idis](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan/cp_idis)

Because of the short timetable for accomplishing this project, as well as the diversity of the individuals participating in the planning process, the Consultant should have extensive experience in the following areas; written & oral communication skills, group facilitation, team building, and time management.

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A draft copy of the 5-year Consolidated Plan and Annual Action Plan must be available for public comment no later than April 1, 2020. The final copy of the plan must be submitted to HUD no later than May 15, 2020.

The selected Consultant will lead the Consolidated Planning effort and may be assisted by City staff from multiple departments for the timely completion of the ConPlan & Annual Plan. The Consultant will have overall responsibility for the project. Accordingly, the Consultant must be knowledgeable of the HUD ConPlan requirements and eCon Planning Suite and must have demonstrated capacity to perform the tasks necessary to complete the project. The Consultant, with City oversight and review, will be primarily responsible for work related to project management, preparation of the required documents, citizen participation, and drafting of the ConPlan and Annual Action Plans. The ConPlan includes requirements such as a housing and homeless needs assessment; a housing market analysis; a strategic plan; and an annual plan. ConPlan requirements are detailed specifically in 24 CFR 91, as amended, and can be found at the following website:

[https://www.onecpd.info/resources/documents/24CFRPart91\\_11.21.11.pdf](https://www.onecpd.info/resources/documents/24CFRPart91_11.21.11.pdf)

City staff (and local community organizations) may be available to provide assistance for work related to citizen participation, data collection, mapping and analysis. However, it should be understood that the City has limited staff availability to support the project and will rely on the personnel, experience, and expertise of the Consultant to ensure all necessary components of the process and plan are completed in a timely manner.

This RFP is written with the expectation that the Consultant will have the capacity to exercise independent judgment and will be able to perform those actions necessary to achieve the project's objectives. While the Consultant will be working under the direction of the Office of Housing & Community Development's Program Coordinator, it should be understood that the consultant will be required to perform much of the project by relying heavily on their own personal experience and knowledge to ensure all necessary components of the project are properly completed.

## **II. Scope of Services & Key Components of the ConPlan:**

The following items focus on specific portions of the ConPlan. Proposals submitted for consideration should describe in detail any additional data, resources, analysis, consultants, etc., recommended for inclusion in the planning effort. In using the HUD's eCon planning suite format in preparing the plans, some information and data will be prepopulated or otherwise be provided within the format. Other data will need to be acquired and developed in order to satisfy HUD's regulatory requirements.

- **Executive Summary**

The Consultant will be responsible for preparing an Executive Summary. The Executive Summary should include a brief summary of the citizen participation process, community profile, housing and community development needs, goals, and strategies.

**Continued next page**

- **Consultation / Coordination**  
 OHCD will be available to assist the Consultant in soliciting required input from other public agencies and jurisdictions (e.g., Housing Authority of the City of Warwick, Warwick Building Department Division of Property Maintenance, RI Department of Health, various Social Service Agencies, etc.). A portion of the information may be obtained in the form of needs assessments and/or planning documents (e.g., Continuum of Care Plan, Public Housing Plans, Community Surveys, etc.). The Consultant will be required to obtain any additional data needed and will be responsible for the consultation and coordination process as well as analyzing, summarizing, and incorporating the information obtained into the ConPlan.
- **Institutional Structure**  
 The OHCD staff will work with the Consultant to summarize the institutional structure through which the ConPlan will be implemented, including private industry, non-profit organizations, and public institutions. The Consultant will assist the OHCD staff in identifying gaps in the existing system. The Consultant will be responsible for summarizing and incorporating the information obtained into the ConPlan as required by HUD regulations.
- **Homeless Needs, Priorities and Strategies**  
 Information on the homeless needs, facilities, and services is available through the OHCD and the State of Rhode Island Consolidated Homeless Fund and other relative agencies. The Consultant will be required to review these documents and incorporate the information and strategies into the ConPlan as appropriate. Additional consultations with the various Health & Human Service, Social Service, Mental Health, and other agencies may be required.
- **Housing Needs, Priorities and Strategies**  
 The housing market analysis must reflect the current housing conditions, including housing pricing, rents, vacancies, and construction costs relevant to the City of Warwick. The Consultant will be required to work in conjunction with the OHCD to obtain and analyze housing market data and prepare an updated housing market analysis. This discussion must incorporate affordable housing issues and needs for various income groups. The results of the analysis must be considered in view of the housing strategies and development of new or revised strategies and objectives for the ConPlan.
- **Public Housing Needs / Strategies**  
 HUD regulations require the inclusion of public housing needs and strategies in the ConPlan. The Consultant will be required to work with the Housing Authority of the City of Warwick to ensure that the information from the Public Housing Plan is incorporated into the respective ConPlan.
- **Lead Based Paint**  
 Information on the age of housing (available from the U.S. census) is generally used to identify potential lead based paint problems. Additional information concerning reported cases of children with elevated blood levels indicating lead based paint poisoning is available from the Rhode Island Department of Public Health. The Consultant will be responsible for analyzing from Rhode Island Department of Public Health and incorporating into the ConPlan as appropriate.

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Please be advised, the update to the City's Analysis of Impediment to Fair Housing Choices is NOT included in this RFP. The City is participating in a Regional Analysis of Impediments sponsored by the State of Rhode Island's Office of Housing & Community Development. Reference to Fair Housing and the Analysis of Impediments should be included in the ConPlan by the Consultant were appropriate

### **III. Citizens Participation:**

As a part of the response to this RFP, and in accordance with 21 CFR Part 91.100 and 91.105, the City is requiring that potential Consultants identify and execute a process to encourage significant participation from City residents, including the following:

- Low- and moderate-income persons, particularly those living in blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low-and moderate- income neighborhoods;
- Minorities and non-English speaking persons and persons with disabilities; and
- Residents of public and assisted housing developments.

In addition to the above, the Consultant will also be required to engage local and regional institutions and other organizations in the process of developing and implementing the ConPlan. The City is encouraging respondents to this proposal to identify traditional and nontraditional public involvement techniques.

### **IV. Scope of Work:**

The specific requirements for the Consolidated Plan can be found in the Code of Federal Regulations, Title 24, Section 91, et. seq. (24 CFR 91) and guidance for preparing a Consolidated Plan submission can be found at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/about/conplan/cp\\_idis](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan/cp_idis)

Specific tasks must include, at a minimum:

#### **A. Organizational**

1. Meet with the OHCD and relevant stakeholders
2. Prepare a timeline for project milestones including proposed community and stakeholder meetings and stakeholder interviews. This timeline will be made available to the public to explain the process.

#### **B. Needs Assessment**

The Consultant must gather factual and broad community input through citizen and stakeholder participation and data collection including:

1. Review of available data, reports and documents (2015-19 Consolidated Plan, Annual Plan and CAPER reports.
2. Review of current HUD Consolidated Plan regulations and guidance, particularly changes made since 2015.
3. Presentations at community and public meetings and moderating discussions (including preparing and copying) to gather community input on the community needs. This will include:

**Continued next page**

- a. An initial evening public meeting to explain the Consolidated Plan process and present the timeline;
  - b. Up to four weekday evening or Saturday daytime neighborhood meetings;
  - c. Up to six on-site focus group meetings to meet with program clients at community agencies during their regularly scheduled program times; and
  - d. Interviews and/or daytime focus group meetings with community stakeholders, to be determined with OHCD staff and Consultant but at a minimum should include representatives from City departments, the Mayor's office, City Council representatives, business community, housing agencies, social service agencies, state agencies, regional agencies, CHDO representatives, corporate and community foundations and other organizations or individuals deemed appropriate.
4. Prepare summary of comments, conduct analysis and assess data gathered and develop 5 year priority recommendations incorporating factual data and public input collected to support those recommendations.
  5. Using data and information collected to develop written Needs Assessment and Market Analysis in format required by HUD.
  6. Develop maps of key data elements such as income, housing, and racial characteristics.
  7. Adjust Needs Assessment and Market Analysis from the HUD eCon Planning submission document to one suitable for public distribution and comment.

C. Strategic Assessment

1. Through stakeholder meeting and interviews with Administration and OHCD staff, state and local agencies and corporate and community foundations, identify Funding Opportunity areas the City could consider investing CDBG funds in. Funding Opportunity areas are program capacities or partnerships that could be developed or enhanced by City departments and/or community agencies to more effectively compete for federal, state and private foundation grant funding opportunities.
2. Through stakeholder meetings and interviews determine what strategies OHCD staff should fund or pursue to assist CDBG funded community agencies to more effectively deliver services to Warwick residents. Strategies could include: capacity building assistance to agencies, agencies adopting stronger performance measures, or greater transparency of agency program outcomes, etc.

D. Preparation of 5 Year Consolidated Plan & Year One Annual Action Plan

1. Develop a draft PY 2020-2024 Five-Year Consolidated Plan using the HUD eCon Planning tool that includes 5- year funding goals, priorities and strategies, along with proposed accomplishments and performance measurements.
2. Develop a draft PY 2020 Year One Annual Action Plan that includes proposed activities, proposed accomplishments and performance measurements using the IDIS/eCon Planning Suite.
3. Include all required narrative, tables and maps needed to comply with 24 CFR Part 91.

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4. Provide one-and five-year budgets subject to City review for applying available resources to the needs identified and incorporated into the Plans.
5. Provide internal copies of Plan sections to OHCD staff for review and comment and provide OHCD staff a complete draft ConPlan and Annual Action Plan for its final review before drafts of the Plans are made public.
6. The draft plan for the public must be in a Word Document that is concise, useable, and easily readable by the public. It is our understanding the eCon Planning Suite version, while meeting the HUD submission requirements, may not be the best document to display or print for public review.

#### **V. Project/Product Deliverables:**

The consultant is expected to prepare a draft version of the ConPlan and Annual Plan for the OHCD using the eCon Planning Suite format. Working in conjunction with OHCD staff, the consultant will be required to download both draft plans and produce a hard copy of each that will be available for review by the general public as part of a mandatory 30-day comment period. At the conclusion of the comment period, the consultant must prepare a final version of the plans that is ready for the City's official submission to HUD. At a minimum, the ConPlan/Action Plan must contain all the information requested in this RFP and must meet the requirements set forth by HUD. It should also be noted that a final negotiated payment for the work associated with this project will be held until such time as HUD approves all of the plans.

The consultant will be responsible for preparing in final form and submitting electronically to HUD all forms and tables in the eCon Planning Suite instructions after City review and authorization. The Consultant will be responsible for making any revisions required by HUD after submission. The consultant will be responsible for all trouble shooting with HUD relative to using the IDIS/eCon Planning Suite software.

The Consultant is responsible for submitting five (5) color copies each of the approved ConPlan and Annual Plan, four (4) in 3-ring binders or accepted alternative and one (1) unbound and reproducible master hard copy of each document, including maps, charts, graphs, supporting tables, and one (1) digital copy no later than April 1, 2020. The Consultant is also responsible for finalizing the digital submission of the Consolidated Plan and Annual Action Plan to HUD and submission by the May 15, 2020 deadline.

The Consultant is also responsible for submitting digital copies of each, in Microsoft Word and Adobe PDF, the final Consolidated Plan and Annual Action Plan.

The Consultant will submit a reproducible copy of all maps, graphics, slide presentations, surveys, and photographs to OHCD.

All deliverables will become property of the City of Warwick.

#### **VI. Procedure for Consultant Selection:**

In securing professional services, it is the primary goal of the Office of Housing & Community Development to hire a consultant on the basis of demonstrated competence and qualifications for the services described in this RFP at a fair and reasonable price. It should be recognized that the amount of fee alone will not be the only criteria for selecting of professional services, knowledge of and experience with CDBG /HUD Programs is also a very important criteria that will be evaluated as part of this RFP.

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The contract will be awarded to the respondent best satisfying the overall requirements of the RFP, but not necessarily quoting the lowest rate. The contract proposals will be rated based upon an evaluation scale, with the highest rating being 125 points. The factors by which the proposals will be evaluated are as follows:

**VII. Factor for Award:**

Technical Approach/Understanding of the project	25 pts.
Work Management Plan	10 pts.
Corporate Experience	15 pts.
Experience of Proposed Personnel	20 pts.
Experience in Housing and Community Development Planning	30 pts.
Cost	<u>25 pts.</u>
Total	125 pts.

**The City of Warwick reserves the right to award the total proposal as submitted, to award or eliminate certain individual task (s) / item (s) in the proposal and/or reject any and all proposals for service.**

**VIII. Consultant Qualifications and Requirements:**

Copies of the Consultant's submitted proposal must include the following:

- 1) A transmittal letter, signed by a person authorized to commit the firm legally.
- 2) A summary of the scope of work should be written with sufficient detail to demonstrate that the consultant possesses the experience, knowledge and skill to lead the Consolidated Plan & Annual Action Plan preparation process.
- 3) Work plan, including an itemized timeline projecting key project bench marks, individual responsibilities and work products.
- 4) Statement of the consultant's intended approach and methodology for the proposed scope of work, including delineation of specific approach to the tasks undertaken.
- 5) Experience of the firm in the field of Housing and Community Development Planning, including a history and profile of the firm with resumes and credentials of key personnel who will be responsible for this project.
- 6) Evidence of the firm's ability to work with many diverse organizations/agencies to build consensus.

**Continued next page**

- 7) Samples of past work products and a list of references with names, addresses and telephone numbers.
- 8) Description of the management plan to include; a detailed project schedule showing an understanding of the project time line.
- 9) Description of the firm's current workload.
- 10) Detailed cost breakdown containing an itemization by task as well as a total cost estimate. (All reimbursable items for this project must be included in total cost.)

Additional information may be submitted that further emphasizes the firm's ability to provide consulting services.

**IX. Questions Regarding RFP:**

If you have any further questions regarding submission requirements please contact:

William R. Facente, Acting Program Coordinator / Housing Officer  
Office of Housing & Community Development Department

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51 Draper Avenue

Warwick, RI 02886

Phone: 401-921-9688

Email: [william.r.facente@warwickri.com](mailto:william.r.facente@warwickri.com)

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL**

**(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

**CITY OF WARWICK**

**PROPOSAL AND CONTRACT FORM**

**TITLE OF SPECIFICATION: RFP2020-104 Five-Year Consolidated Plan  
& Year One Annual Plan**

**I. PROPOSAL:**

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the proposal into a contract. This proposal and contract will be secured by Bonds, if required by the specifications.

**Total Lump Sum Fee:**

**\$ \_\_\_\_\_**