CITY OF JOLIET
REQUEST FOR PROPOSALS
RFP 2141-0216

Consulting Services for the CAPER and Action Plans

DUE DATE: Friday, January 15, 2016 by 3:00 PM

City of Joliet

150 W. Jefferson St.

Joliet IL 60432

Questions must be in writing and directed to Alfredo Melesio at amelesio@jolietcity.org. Questions will be answered in the form of an addendum.

The deadline to submit questions is Wednesday, January 6, 2016 at 4 p.m.

RFP- Consulting Services for CAPER and Action Plans

Introduction

The City of Joliet is seeking Consulting Services for the CAPER and Action Plans to comply with the requirements of the Department of Housing and Urban Development (HUD).

The City of Joliet, Illinois is a CDBG entitlement community and HOME Program participant. The City of Joliet allocation in 2015 was $889,834 in CDBG and $350,143 in HOME funds. The City of Joliet has limited Neighborhood Stabilization Program 1 (NSP1) funds remaining. It should be noted that for Program Year 2016-2018 the City of Joliet has joined a HOME Consortium.

City Profile

Joliet, the fourth largest city in Illinois with a population of 147,433 is located in northeastern Illinois approximately 40 miles southwest of Chicago. The city is principally located in and is the county seat of Will County, Illinois. Joliet's population has more than doubled since 1990, has grown by 39% since 2000, and was acknowledged by the U.S. Census Bureau in 2007 as the twelfth-fastest growing city in the nation.

Joliet's past and present have largely been built by excellent access to transportation. Joliet was founded on the banks of the Des Plaines River in 1834, and was incorporated in 1852. Joliet's initial residential and economic growth was spurred by the construction and later use of the Illinois and Michigan Canal, which opened in 1848. Subsequent railroad development further pushed Joliet's growth. The Chicago, Rock Island and Pacific Railroad, which passes through Joliet, became the first rail line to connect Chicago with the Mississippi River upon its completion in 1854. As a result, Joliet became a hub for steel manufacturing, construction and heavy equipment manufacturing for much of the 20th Century.

By the 1970's and 1980's, however, the contraction of the manufacturing economy placed stress on Joliet. However, Joliet recovered by again relying on its transportation access. Situated near the interchange of Interstates 80 and 55, Joliet was able to attract riverboat gaming facilities that brought in jobs and new revenues to the region. In addition, transportation and distribution facilities sprouted in the area to provide a means of moving goods into and out of the Chicago metropolitan area. This also generated new jobs and revenues, and has led in part to Joliet's rapid growth over the last 20 years.

Anticipated Scope of Work

The Consulting Services for the CAPER and Action Plans includes the following:

- Complete the 2016 and 2017 Action Plan (CDBG Only)
    - Assist staff with Citizen Participation requirement
    - Work with staff to complete 2016 and 2017 Action Plans
    - Submit 2016 and 2017 Action Plans to HUD.
    - Assist staff with HUD requests until Action Plans are approved (2016 Program Year starts 10/1/15)
- Complete 2015 CAPER (CDBG and HOME) Program Year ends 9/30/15
- Complete 2016 CAPER (CDBG Only) Program Year ends 9/30/16
- Attend conference calls with HUD Staff for consultations.
- Provide progress reports on the scope of work upon request.

Rules Governing Competition

Any requests for interpretation should be submitted in writing by e-mail to amelesio@jolietcity.org. As appropriate, interpretations will be summarized in the form of an addendum to the RFP and will be emailed to all firms. The deadline to submit questions is Wednesday, January 6, 2016 at 4 p.m. Bidders have sole responsibility to seek, obtain and properly consider Addendums.

The City of Joliet reserves the right to reject any and all proposals and has the right in its sole discretion to accept the proposals it considers the most favorable to the interests of the City of Joliet. In the event that all proposals have been rejected, the City further reserves the right to seek out new proposals when such procedure is deemed reasonable and in the best interest of the City of Joliet.

The City of Joliet shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the proposals; any meeting required during the selection process; presentations or interviews; preparation of the cost statement; or final contract negotiations.

All responses to the Request for Proposals will become the property of the City of Joliet.

Addenda

Bidders must acknowledge with their submittal that they have received all addendums for this RFP. Bidders that fail to acknowledge receipt of addenda may be rejected by the City of Joliet, or the City of Joliet may choose to accept the Offer with the sole responsibility upon the Bidder for adhering to the addendums regardless of acknowledgement above.

Examination of Proposals

Proposers should carefully examine the entire Request For Proposal and any attached addenda, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Proposals Submission

One digital copy of the proposal and one hard copy must be submitted to the Office of the City Clerk prior to Friday, January 15, 2016 at 3 p.m. These submittals are to be in an opaque sealed envelope identifying the name of the individual/firm submitting a response, and be clearly be marked with the phrase **"Consulting Services for the CAPER and Action Plans"** and include the due date and time marked on the outside of the envelope. Submittals are due no later than 3 p.m. on Friday, January 15, 2016, and shall be directed to:

Office of the City Clerk
City of Joliet
150 West Jefferson Street
Joliet, IL 60432-4158

Proposals Acceptance Period and Timeline

Staff review of proposals is expected to be completed within two weeks after submission deadline.

Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time, the selected proposals are open for review.

Proposals Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be given to 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; and 3) completeness and clarity of content.

Signature Requirements

All proposals must be signed. A submitted proposal may be signed by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposals must be clearly shown immediately below the signature.

News Releases

News releases pertaining to the award resulting from the RFP shall not be made without prior written approval of the City of Joliet.

Disposition of Proposals

All materials submitted in response to this RFP will become the property of the City of Joliet. One copy shall be retained for the official files of the City of Joliet.

Modification/Withdrawal of Proposals

A respondent may withdraw their proposals at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit new proposals prior to the final submission date; or submit written modification or addition to the proposals prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. Final proposals cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City of Joliet after the date of receipt or following oral presentations.

Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME SPECIFIED IN THIS REQUEST FOR PROPOSALS WILL NOT BE CONSIDERED.

Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty-five (25) pages in length (*including* letter of transmittal, resumes, title page(s) and index/table of contents). Information in excess of those allowed will not be evaluated or scored.

Title Page (one page)

Reference the RFP, the name of your firm, address, telephone number(s), name of contact person with their email address and phone number and date.

Table of Contents (one page)

Clearly identify the materials by section and page number.

Letter of Transmittal (two pages)

Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified. In addition, give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email addresses, and telephone numbers. Please include proposal price in this letter of transmittal.

Response to Criteria (21 pages)

The balance of the proposals shall be organized in the following manner.

1. **Firm Background (two pages):** Background on the firm and its associated specialties. An additional page may be included to highlight the background of any proposed subcontractors. (additional page cannot cause submittal to exceed 25 page maximum)
2. **Previous Experience (six pages):** A summary of the firm's experience in working with similar projects. The number of hours worked and total fees charges for projects should also be included.
3. **Project Approach (six pages):** A summary of the firm's anticipated approach for the completion of Consulting Services.
4. **Proposed Personnel (five pages):** Resumes for each of the leading staff members that will perform the majority of the work on the project. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this project.
5. **Timeline (one page):** A schedule of how the Consulting Services will be completed.
6. **Time and Material (one page):** Provide hourly rate for staff members that will work on the project.

Evaluation Criteria and Process

Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

Previous Experience (20 points)

Response must describe previous projects that the project team has worked on that are related in size and scope of this project. Describe the dollar amount of the contract and a brief narrative of the successes encountered during the contract period. Address how the experiences will help your team to perform under this contract and provide references for each project. The City of Joliet reserves the right to investigate referenced projects, contact references and research other projects the respondent has worked on.

Project Approach (20 points)

Response must outline the methods for accomplishing the proposed contract and address adequacy of proposed Scope of Work. Describe what, when, where, how and in what sequence the work will be done. Identify the amount and type of work to be performed by any subcontractors. Identify any distinct and substantive qualifications for undertaking the proposed contract such as unique approaches or concepts relevant to the required services which the firms may use. Also, define any assumptions made in formulating Criteria Response.

Proposed Personnel, Timeline and Project Hours (20 points)

Response must name the individuals to perform the required services, plus any other professional/technical functions you deem essential to perform the services. Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive experience directly related to the proposed contract. Provide hourly rate for staff members that will work on the project.

Response must also:

1. Discuss both current and potential time commitments of your proposed project staff to all clients;
2. Discuss the projected workload of each firm (primary contractor and any subcontractors) for all clients;
3. Demonstrate adequate support personnel, facilities and other resources to provide the services required and cost; and
4. Describe other resources of technical capabilities available to the Proposer which will specifically benefit the project.

Proposal Price (20 points)

Committee members will evaluate the time and materials price to determine the best overall proposal.

Quality of Proposals Submitted (20 points)

Proposers do not respond directly to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of the submittal. This criterion is NOT used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

Evaluation Process

The City of Joliet will evaluate all proposals, and rank them on the basis of the scoring and weighting system outlined above.

The City of Joliet may conduct in-person interviews with the highest-ranked firms. The purpose of the interviews would be to allow for expansion upon the written responses. The final selection will be based on the total of all evaluators' scores and evaluation of any in-person interviews. The highest ranked respondent may then be invited to enter into final negotiations with the City of Joliet for the purposes of contract awarding.