

Statement of Qualifications for the



CONSOLIDATED STRATEGY PLAN 2019 - 2023



City of Shreveport
Department of Community Development
Bonnie Moore, Director

June 26 – July 27, 2018

STATEMENT OF QUALIFICATIONS (SOQ) 2019 – 2023 CONSOLIDATED PLAN

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CITY OF SHREVEPORT
Statement of Qualification (SOQ)
Consolidated Strategy Plan
2019-2023

AGENCY: Community Development

ACTION: Statement of Qualification (SOQ) Guidelines

DATE ISSUED: June 26, 2018

PROPOSAL DEADLINE: July 27, 2018

I. INTRODUCTION

The City of Shreveport, Department of Community Development is seeking firms to prepare the city’s required five year U. S. Department of Housing and Urban Development (HUD) 2019-2023 Consolidated Strategy Plan. The Consolidated Plan is intended to assist communities in developing a collaborative process whereby the community establishes a unified vision for community development activities.

II. SUBMISSION REQUIREMENTS

DATES: **One original completed application plus three (3) copies must be received by July 27, 2018** hand-delivered to the attention of Ms. Bonnie Moore, Director, City of Shreveport, Department of Community Development, 401 Texas Street, First Floor, or mailed to Post Office Box 31109, Shreveport, LA 71130.

Applications that arrive after the deadline will not be accepted. Diskettes, facsimiles, electronic mail, or other electronic documents will not be accepted. The proposal is also posted on the city’s website at www.shreveportla.gov

FORMAT: Any application not following the prescribed format will not be

considered for funding. The City of Shreveport reserves the right to request additional information pursuant to this application.

DISCLAIMER:

All proposals submitted become the property of the City of Shreveport. Submission of a proposal does not commit the City of Shreveport to award a contract or to pay for any costs incurred in the preparation of a proposal. The City has the right to extend the submission deadline should such extension be in the interest of the city. Proposers have the right to revise their proposals in the event the deadline is extended. The City of Shreveport reserves the following rights with regard to proposals submitted:

- To accept or reject any or all proposals;
- To award all or part of the project at its discretion;
- To adopt any or all parts of a proposal;
- To utilize any or all ideas from proposals submitted;
- To request additional information for the purposes of clarification;
- To correct any arithmetic errors in any or all proposals submitted;
- To change the deadline for submitting proposals upon appropriate notification to all consultants receiving the SOQ;
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award, and
- To waive any irregularity or any non-conformity of proposals with this SOQ, whether of a technical or substantive nature.

For additional information regarding this Statement of Qualification, contact Cathy Mitchell at (318) 673-5900.

III. BACKGROUND

The Consolidated Strategy Plan serves four separate, but integrated functions. The Consolidated Strategy Plan is: a planning document for the jurisdiction; an application for federal funds under HUD’s formula grant programs: Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (ESG); a strategy to be followed in carrying out HUD programs; and an action plan that provides a basis for assessing performance. See (24 CFR 91) for the Consolidated Plan regulations.

IV. SCOPE OF SERVICES

Five Year CONPLAN:

The required work is outlined in a document entitled, “Guidelines for preparing a Consolidated Plan

Submission for Local Jurisdictions.” Guidelines for preparing a Consolidated Plan may be found on the HUD website at: <https://.hudexchange.info/programs/consolidatedplan/consolidated-plan-process-grant -process-grant-programs-and-related-hud-program/>.

The required work must follow any and all amendments and updates, such as utilizing the HUD’s Office of Community Planning and Development (CPD) eCon Planning Suite, including the Consolidated Plan template in IDIS Online and the CPD Maps website. The eCon Planning Suite is designed to support grantees and the public to assess their needs and make strategic investment decisions by providing better data and tools and by creating a seamless planning and grants management framework. Overview information is available here: <https://www.hudexchange.infor/programs/consolidated-plan/>.

The Consultant will review and tabulate data and information supplied by the City, HUD, the U.S. Census Bureau, sub-grantees, and input from citizens to complete the required CONPLAN components per the HUD regulations including all required charts, tables, maps and final input into IDIS.

V. CONSULTANT QUALIFICATIONS

The following lists the minimum qualification requirements of the respondent(s):

- At least 5 years of experience providing similar consulting services
- At least 3 references of clients currently/previously served; at least one of the references to be a city
- Familiarity with HUD’s e Con Planning Suite
- Knowledge of:
 - Consolidated Plan Regulations
 - Urban Planning Principles
 - Methods of data collections, analysis and summarization (in narrative and graphic formats)
- Past experience preparing Consolidated Plans using the eCon Planning Suite
- The agency must not reflect any real or apparent conflict of interest with the City of Shreveport.

VI. PROPOSAL FORMAT

Proposals should include the following information:

1. Cover Letter, signed by the person authorized to bind the firm into an argument.
2. Complete legal name, address, and telephone number.
3. DUNS number, and Tax Identification number.

4. Business organization including the date established number of employees, and brief history of the firm.
5. Statement of qualifications including description of approach the Consultant will employ in carrying out the work described in the Scope of Services.
6. Proposed time schedule for the Consolidated Plan, including target dates for public participation.
7. At least three (3) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client’s projects. Include company name, address, contact name, and phone number.
8. Proposed budget for complete project and hourly rate for staff person(s) by staff position/title.

VII. EVALUATION AND SELECTION

A selection committee will review the proposals and negotiate with the highest scoring firm. In the event of a tie, the most qualified respondent whose SOQ is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. The selection of finalists may require verbal presentations.

Maximum Points	Criteria
25	Experience and knowledge of federal and state Fair Housing Law and AFFH rule as it applies to local governments, real estate professionals, and banking and lending institutions.
20	Experience development Assessment of Fair Housing, Analysis of Impediments, Fair Housing Studies and/or related studies and plans.
20	Experience with providing strategies for public engagement. Including meeting facilitation, focus groups, key informant interviews, surveys.
15	Experience with census and other data analysis and presentation for broad audience understanding.
10	Experience with mapping tools, including CPD maps, ARC GIS, EGIS, etc.
10	Proposed budget