



City of SOUTH TUCSON

Request for Proposal: July 10, 2020

Proposal number: **RFP_SouthTucson_2020_07_NRSA**

Title: SOUTH TUCSON NRSA

Program Years: July 1, 2020 through June 30, 2024

Issue Date: July 10, 2020

Proposals Due: Friday, July 31st, 2020 at 5:00 P.M., Arizona (MST)

**Optional Information Session will be held via Microsoft Teams:
Thursday, July 23 @ 2:00pm. Please email Ryan
Stephenson at ryan.stephenson@pima.gov to receive a
meeting invite or you may phone into the meeting at
213-279-1657 Conference ID: 711 738 734#**

Submit One (1) Signed, Digital Copy Proposal with Applicant's contact information to:

mjensen@southtucson.org

Mick Jensen, Planner
City of South Tucson
(520) 792-2424 Ext. 571

SOLICITATION:

The City of SOUTH TUCSON ("SOUTH TUCSON"), in direct collaboration with Pima County Community and Workforce Development Department ("CWD"), are accepting proposals from qualified firms ("Consultant") with experience and understanding of U.S. Department of Housing and Urban Development ("HUD") Community Planning and Development ("CPD") entitlement grant funding as it relates to the execution of Neighborhood Revitalization Strategy Area ("NRSA"). An electronic version of this Request For Proposal ("RFP") is located at www.southtucson.org

Applicants are required to check the website prior to the due date for addenda and/or additional information to assure that the proposal incorporates all addenda.

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I. Proposed Project

For this RFP, SOUTH TUCSON desires to hire a Consultant to prepare a NRSA plan that is consistent with the *HUD CPD-16-16, Neighborhood Revitalization Strategy Areas (“NRSAs”) in the Community Development Block Grant (“CDBG”) Entitlement Program and HUD CPD Monitoring Handbook Guide (Appendix A)*. The strategy will assess the socioeconomic and physical characteristics of the area, as well as the area’s institutional structures (e.g., level of public, private and non-profit resources and coordination, etc.), while also identifying strengths, weaknesses, and opportunities for revitalization.

SOUTH TUCSON anticipates a 6-12 month (or estimated time proposed by Consultant) planning process to complete the NRSA plan and submit to HUD for review and approval. The HUD approved NRSA will be fully incorporated into the 2020-2024 City of Tucson - Pima County Consolidated Plan. The target start date and term for the proposed services is September 1, 2020 through June 30, 2021 and subject to negotiation of a final agreement.

II. Consultation of SOUTH TUCSON

The main purpose of SOUTH TUCSON’s solicitation for Consultant services is to facilitate an effective, third-party “non-governmental” community process, meaningful discussion, and establish trust from community stakeholders. SOUTH TUCSON will expect the Consultant to have the capacity to exercise independent judgment and to perform those actions necessary to achieve project completion in a manner consistent with those expected of senior technical and management staff. The Consultant should understand that SOUTH TUCSON will rely on the personnel, experience and expertise of the Consultant to ensure all necessary components of the process are completed in a timely manner. SOUTH TUCSON will actively participate in the design and analysis process, in addition to being actively engaged, whenever possible, in outreach and listening activities.

Core Consultant duties are to include research, data analysis, document preparation with a strong emphasis on community engagement, public participation and effective meeting facilitation. It is anticipated that the term to complete all planning processes and deliverables will be 6 to 12 months (or estimated time proposed).

Through its Urban County Cooperative Agreement, Pima County and SOUTH TUCSON have the ability to share local government resources with the Consultant. Pima County staff may be made available as necessary. SOUTH TUCSON can supply A/V equipment, meeting location(s) and scheduling services as necessary.

III. Scope of Work and NRSA Content

Listed below is a proposed scope of work, however, Respondents are encouraged to modify their responses as needed. The Consultant is expected to prepare the SOUTH TUCSON NRSA in accordance with all applicable federal and local regulations, notices, and guidance, including

but not limited to, the HUD CPD Monitoring Handbook Guide (see Appendix A) for review of a HUD approved NRSA. The NRSA Plan must incorporate the following elements:

1. Boundaries and Demographic Criteria

The geography of the NRSA is defined in, and will maintain, the boundary delineated by the 2020-2024 City of Tucson - Pima County Consolidated Plan.

The designated area must be documented as primarily residential and contain a percentage of low- and moderate-income residents that is equal to a community's "highest quartile percentage" (as computed by HUD pursuant to 24 CFR 570.208(a)(1)(ii) or 70 percent, whichever is less, but, in any event, not less than 51 percent).

2. Development of a Needs Assessment for the Project Area

Sustainable development of SOUTH TUCSON neighborhoods will require the assessment of the commercial, residential, employment and economic stability and growth potential of the neighborhood. The assessment will examine the area's commercial and financial base, employment, existing housing supplies, conditions, needs, and potential problems in the area, daylighting existing zoning and potential rezoning changes, current property usage, density issues, nonconforming uses, natural and manmade boundaries. Through this assessment the Consultant will gain a working understanding of the project area's strengths and weaknesses, gaps, and needs.

Understanding of project area needs will be used to create incentive districts, programs, and innovative planning and regulatory changes to provide housing and economic solutions. The areas shall include compatible uses inclusive of, but not limited to commercial, manufacturing and various levels of residential development.

3. Community Consultation and Collaboration

One of the initial steps to developing a strategic plan for the project area will be to obtain public input relative to the area's residential and commercial needs specific to current and future development. To conduct this community outreach, SOUTH TUCSON is interested in promoting public participation as a phase of the planning process, the results of which will be included within the completed SOUTH TUCSON NRSA. The Consultant, in direct collaboration with SOUTH TUCSON, shall develop and implement an outreach strategy inclusive of a format and schedule for coordinating community meetings and/or workshops. The meetings may be designed as a forum that can cover a range of topics addressing the area's needs, specific to topics such as, but not limited to, housing, community development, community services, infrastructure improvements, or jobs.

Tasks to achieve meetings shall include, but will not be limited to: the preparation of schedules, agendas, resource materials, handouts and other appropriate materials; conducting all pre-meeting outreach, including social media engagement, and venue setup; documenting the results of each meeting inclusive of maintaining minutes, comment sheets, and other records; and the preparation of meeting summaries, conclusions and recommendations for inclusion in the NRSA Strategy. Timelines to market and conduct community meetings and assess the results for inclusion into the strategy will be necessary elements. The Consultant will have access to needed, available SOUTH TUCSON and County resources, facilities, and staff expertise.

4. Development Strategies for Project Area Revitalization and Growth

Drawing from the information and findings gathered in the needs assessment, the Consultant, in direct cooperation with SOUTH TUCSON and the Pima County shall develop the NRSA, involving workable plans to increase and expand housing and economic opportunities and innovative programs for the area's low-income residents and economically disadvantaged areas of the SOUTH TUCSON community.

SOUTH TUCSON is interested in initiatives, including but not limited to, brownfields redevelopment, infill incentive districts ("IIDs"), and county storm water programs all the while promoting active public participation of neighborhood residents and stakeholders. Strategies should be developed with long- and short-term timeframes, and demonstrate the capacity to achieve and accomplish stated objectives.

Strategies should relate to the Pima County Consolidated Plan(*attached*).

The strategies must also include ways to utilize the flexibility of the federal regulatory incentives provided by HUD for the following categories: housing; economic development; job creation; and public services.

Finally, the strategy must identify additional investment from city, county, private institutions, and the community at large to be leveraged by CDBG investment.

5. Development of Performance Measures and Reporting

The NRSA document developed by the Consultant will include a performance measurement system that links the Development Strategies for Project Area Revitalization and Growth to achievable long- and short-term goals and objectives.

6. Identification of Potentially Qualified CBDOs

Based on the assessments made, it is desired that the Consultant recommend non-profit organizations or community-based organizations ("CBOs") that could potentially qualify as community-based development organizations ("CBDOs") as defined by HUD. Through the identification of these potential agencies, SOUTH TUCSON will seek to establish partnerships that will assist in guiding growth and revitalization for the area.

Further, it is SOUTH TUCSON's intent to take advantage of the HUD public service cap removal by identifying or establishing viable CBDOs in the project area. Given the flexibility in public services, Pima County is able to offer a higher level of service within the approved SOUTH TUCSON community, thereby further stimulating area revitalization. This flexibility includes neighborhood revitalization activities, job training and other employment-related support services, and as such can provide an important foundation for economic opportunities for neighborhood residents. The Consultant shall identify and list all of the area CBOs and detail the process of becoming a CBDO.

IV. Proposal and Qualifications

A. The proposal should include the following elements:

1. The total cost to prepare the final NRSA product
2. An outline of the methods for completing each NRSA element
3. The utilization process of data, tools, technology and resources in the development of the NRSA
4. A plan for community outreach with proposed timelines
5. Project scheduling, technical consultation and support
6. Task assignments for consultant staff, SOUTH TUCSON, and stakeholders

B. Preferred Qualifications:

1. Data and information resource access
2. Experience and knowledge of grant funding strategies
3. Experience writing NRSAs and knowledge of community related planning involving federal resources
4. Demonstrate knowledge of the qualifications involved with establishing a CBDO
5. Relevant professional qualifications, experience, and knowledge
6. Provide staff capacity including organizational charts and staff resumes
7. Tools available to Consultant

V. Evaluation Criteria

SOUTH TUCSON staff will review and evaluate proposals based on the following criteria:

1. **Approach.** The Consultant's approach, work plan, recommended schedules, suggested responsibility assignments and identified staff. Proposers may include resumes of staff, and/or subcontractors, identified to work on the project as an attachment **(20%)**:
2. **Projects and References.** Qualifications and experience in providing the requested services as exemplified by past related projects and client contracts. Proposers shall incorporate three (3) references in this section and hyperlinks to appropriate work examples **(20%)**:
3. **Community Related Planning Involving Federal Resources.** Experience and qualifications with as they relate to HUD programs and regulations **(20%)**:
4. **Public Outreach.** Knowledge, experience and approach to conducting effective community outreach and public involvement in conducting planning processes; collecting, analyzing and presenting data, developing and conducting surveys, and drawing accurate conclusions **(20%)**:

5. Cost Estimate. Anticipated timeline & cost to complete each deliverable: **(20%)**:

NRSA Deliverables	Timeline	Cost
Boundaries and Demographic Criteria		\$
Development of a Needs Assessment for the Project Area		\$
Community Consultation and Collaboration		\$
Development of Strategies for Project Area Revitalization and Growth		\$
Development of Performance Measures and Reporting		\$
Identification of Potentially Qualified CBDOs		\$
Project Scheduling, Technical Consultation and Support		\$
Final NRSA Product		\$
Total		\$

SOUTH TUCSON reserves the right to request interviews with the Respondent(s) to request clarifications prior to making a funding decision.

VI. Submittal Requirements

- 1. Cover Letter**, including the following information:
 - a. Legal name of firm, mailing address, email and phone number.
 - b. Federal Tax ID# and DUNS# if available.
 - c. Verification of “Good Standing” with Arizona Corporation Commission and SAM.gov.
 - d. Signed by an authorized agent (person who has the authority to contract, e.g., President, Chief Executive Officer).
- 2. One (1) searchable, PDF file of cover letter, entire proposal and attachments, by email to mjensen@southtucson.org.** The PDF version will be distributed for review by SOUTH TUCSON and its partners.

VII. Documents

Existing SOUTH TUCSON HUD plans, documents and checklists are available as follows:

- 2015-2019 Consolidated Plan:

https://webcms.pima.gov/UserFiles/Servers/Server_6/File/Community/CDNC/Publications/Annual%20Action%20Plan/5%20Year%20HUD%20Consolidated%20Plan%20FY%202015-2019.pdf

- ❑ Other Pima County Community Development documents, including HUD plans: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=12301>
- ❑ HUD Notice CPD-16-16:
<https://www.hudexchange.info/resources/documents/Notice-CPD-16-16-NRSAs-in-the-CDBG-Entitlement-Program.pdf>
- ❑ HUD CPD Monitoring Handbook Guide: *Exhibit 3-15 CDBG Entitlement Program, Guide for Review of a HUD-Approved Neighborhood Revitalization Strategy Area (Appendix A)*:
https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2

VIII. Contract Award Process and Provisions

- A. Selection of Consultant will be through the SOUTH TUCSON Mayor and Council.
- B. SOUTH TUCSON is in contract with Pima County, and as such, SOUTH TUCSON requests that the Consultant provide a standard contract to be reviewed with their proposal and to be sympathetic with existing County contracts. Consultant proposals will not be judged on their sample contracts.
- C. SOUTH TUCSON may require the Consultant selected to participate in negotiations, and to submit such price, technical, or other revisions of their applications as may result from negotiations.
- D. Receipt of a Proposal by SOUTH TUCSON does not constitute acceptance of an offer to provide services. SOUTH TUCSON, reserves the right to:
 - 1. Renew contract(s) as necessary.
 - 2. Amend scope of work and budget to include additional HUD eligible planning and administration activities.
 - 3. Award local monies from Pima County, State of Arizona and the Federal government to contractors receiving funding under this Solicitation.
 - 4. Accept or reject any or all of the proposals received and to cancel in part or in its entirety this request if it is in the best interest of SOUTH TUCSON to do so.
 - 5. Make no fund award.
 - 6. Negotiate necessary adjustments in proposed funding levels and program activities.
 - 7. Use other approved methods to identify partners, consistent with HUD policies and federal regulations.
- E. This Solicitation incorporates SOUTH TUCSON Terms and Conditions. Any Contracts awarded pursuant to this Solicitation will contain SOUTH TUCSON Standard Provisions.

APPENDIX A

HUD CPD MONITORING HANDBOOK

GUIDE: *EXHIBIT 3-15*

Guide for Review of a HUD-Approved Neighborhood Revitalization Strategy Area (NRSA)			
Name of Grantee:			
Staff Consulted:			
Name of NRSA:		Date of HUD Approval:	
Five Year Period of Time Covered by Approved NRSA Strategy:			
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, grant agreement.). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

Instructions: Use this Exhibit to monitor the grantee's Neighborhood Revitalization Strategy Area (NRSA). Program requirements regarding NRSA's are contained at 24 CFR 91.215(g) and in Notice CPD-16-16, *Neighborhood Revitalization Strategy Areas (NRSA's) in the Community Development Block Grant (CDBG) Entitlement Program*. This Exhibit is for the review of entitlement grantees and should not be used for State CDBG Community Revitalization Strategies. The HUD reviewer is required to examine the grantee's HUD-approved NRSA Strategy and associated Consolidated Plan before conducting this review. The HUD reviewer should use the Integrated Disbursement and Information System (IDIS) PR14 Report: CDBG, CDFI and NRSA Activities, the PR84 Report: CDBG Strategy Area, CDFI and Local Target Area Report, and the grantee's Consolidated Annual Performance and Evaluation Report(s) (CAPER) and Annual Action Plan(s) when conducting this review. This Exhibit is to be used in conjunction with the eligibility and national objective Exhibits for activities undertaken in the NRSA. One Exhibit is to be completed for each NRSA monitored.

Questions:

1.

a. Has the grantee received from HUD separate written approval for each NRSA, either as part of, or separately from, the Consolidated Plan approval process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			
b. What is the approved start date of the NRSA? Are NRSA activities being undertaken within the operational term of the NRSA (maximum five (5) year operational period)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

c. Are the NRSA boundaries contiguous with or within other pre-approved place-based planning areas as stated in CPD Notice 16-16?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

2.

a. Has the grantee continued to identify and involve stakeholders? Are stakeholders made aware of the NRSA’s progress, planned activities and new investments that may be taking place in the neighborhood or its periphery?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

b. Do the stakeholders identified as involved include: <ul style="list-style-type: none"> • Affected residents of the proposed NRSA? • Affected public and assisted housing residents? • Owners and operators of businesses? • Financial institutions? • Community-based development organizations (CBDOs)? • Nonprofit organizations? • Community groups in or that serve the neighborhood? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

c. Have public hearings been held at least annually regarding the NRSA?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

3.

a. Is the grantee accurately identifying in IDIS activities that are being carried out in an NRSA? [24 CFR 570.507(d)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

b. Is the grantee developing housing based upon its approved NRSA strategy? Review the originally proposed goals and activities identified for housing against the accomplishments reported in the PR84 Report, IDIS accomplishment detail screens, and in the CAPER(s).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

Exhibit 3-15
CDBG Entitlement Program

6509.2 REV-7

c. Is the grantee creating/retaining jobs based upon its approved NRSA strategy? Review the originally proposed goals and activities identified for economic opportunities against the accomplishments reported in the PR84 Report, IDIS accomplishment detail screens, and in the CAPER(s).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

d. Is the grantee providing employment opportunities to the targeted population(s) it identified within the NRSAs?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

e. Is the grantee providing the supportive services it identified for the NRSA?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

f. Has the grantee ensured that its CDBG funds are spent in the NRSA in coordination with other public and private resources?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

4.

<p>Note and describe below which of the following incentives the grantee has taken advantage of in implementing its Strategy:</p> <ul style="list-style-type: none"> • Job creation/retention as a low- and moderate-income area benefit? • Aggregation of housing units? • Aggregate public benefit standard exemption? • Public service cap exemption by CBDOs? <p>Describe Basis for Conclusion:</p>
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5.

Is the grantee accurately reporting the incentives it is using in IDIS and in the PR26 Report? [24 CFR 570.507(d)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

6.

a. Has the grantee documented leveraged resources received and used to support the NRSA, in addition to HUD grant funds?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

b. Are the leveraged resources documented as cash and/or in-kind resources in the CAPER and in IDIS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

7.

Is the grantee annually reporting its progress in achieving the benchmarks at the end of each program year in the CAPER? [24 CFR 570.507]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

8.

a. Is there any evidence that the grantee's progress in implementing its NRSA is substantially lagging behind expected projections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

b. If HUD has suspended approval of this NRSA, is there any evidence that the grantee has continued to take advantage of the regulatory incentives during the period of suspension? If so, provide the regulatory incentive that the grantee is still taking advantage of and state whether the grantee is, therefore, violating a program requirement. Refer to CPD Notice 16-16 for the regulatory citations for all of the incentives and cite the appropriate regulation as a basis for any finding. Do not cite CPD Notice 16-16 as a basis for any finding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

9.

If the Strategy has been amended, has the grantee met the criteria for the amendments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

10.

Is the grantee implementing its Strategy as approved by HUD and in accordance with civil rights-related program requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			