

## **SOLICITATION OF QUALIFICATIONS AND REQUEST FOR PROPOSAL**

### **TO UPDATE THE CITY OF ELYRIA 5-YEAR CONSOLIDATED PLAN**

The City of Elyria is seeking a qualified consulting firm with experienced principal staff to carry out an involved planning process which results in a 5-year HUD approved Consolidated Plan with a housing assessment component pursuant to Title 24 Codified Federal Regulations, Part 91. The Consolidated Plan serves as an application for entitlement grant programs; Community Development Block Grant (CDBG); HOME Investment Partnerships (HOME); and the Neighborhood Stabilization Fund (NSP). The Plan is for the period March 1, 2010 through April 28, 2015.

#### **BACKGROUND:**

The City of Elyria intends to use the next 5-year consolidated planning process as the framework for a the means to provide decent housing, a suitable living environment and expand economic activities. . The scope of work requested will focus on expanding efforts to revitalize neighborhoods and provide housing opportunity through analysis of community housing market needs, housing stock and socioeconomic trends while also identifying target housing and economic development areas.

The plan should also account for the anticipated impact the City's Neighborhood Stabilization Program activities will have on neighborhood and housing needs.

It is our hope that the 5-Year Consolidated Plan will be a document that will direct expenditure of State and Federal Funds and frame a five year plan for community, housing and economic development.

#### **SCOPE OF WORK:**

The consultant will collaborate with Elyria's Office of Community Development in the identification, development, scheduling and implementation of activities designed to complete a HUD acceptable Consolidated Plan. Scope of work will include but is not limited to the following:

Work to be completed

1. Design and implementation of a Citizen Participation Plan and Process
2. Community Profile
3. Housing and Homeless Needs Assessment
4. Housing Market Analysis

5. Strategy to Alleviate Chronic Homelessness
6. Special Population Needs
7. Public and Assisted Housing Needs
8. Lead Paint Hazard Reduction Strategy
9. Community Development Needs
  - a. Housing
  - b. Neighborhood Development
  - c. Economic Development
10. 5-Year Strategic Community Development Plan
11. Identification of target housing and economic development areas.
12. 1-Year Action Plan, 2010-2011
13. Analysis of Impediments to Fair Housing Choice
14. Continuum of Care in Housing

**NOTE: THE CONSOLIDATED PLAN MUST BE SUBMITTED TO HUD NO  
LATER THAN JANUARY 8, 2010.**

**CITY STAFF PARTICIPATION:**

The City of Elyria will expect the consultant to have the capacity to exercise independent judgement and to perform those actions necessary to achieve the project objectives in a manner consistent with those expected of senior technical and management staff. While the consultant will be working under the general direction of the Director of Community Development, it should be understood the City has limited professional staff capacity to support the project and 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. The City believes it can supply all reasonable clerical support, printing and copying services, A/A equipment and meeting location/scheduling services.

The city will provide copies of all existing plans, data and documents including:

- Contact lists of local agencies, neighborhood organizations, special interest groups and others to be invited to participate in the process.
- Copies of zoning, subdivision and related land use regulations.
- Information and recommendations developed by the Fair Housing Board.
- 2005-2009 Consolidated Plan and Annual Updates.
- Facilities, meeting rooms, photocopying, phone, office space, and related services.
- Current Community Development programs, policies and incentives and related materials.

## ANTICIPATED CONSULTANT SERVICE COMPONENTS:

- Preparation of 5-Year Consolidated Plan (including strategies for community development, housing and economic development).
- Final plan to be complete and approved by City Council before January 2010.
- Meaningful involvement of citizens, community-based organizations, housing, and service providers in the planning process.
- Regular consultation with the Fair Housing Board, City Council and City staff.
- Public presentations, meetings and hearings as appropriate.

## SELECTION CRITERIA AND RELATIVE IMPORTANCE

Responses will be evaluated and the consultant selected based on the following criteria:

- The consultant's approach, plan of work, recommended schedules, and suggested responsibility assignments. (20%)
- Qualifications and experience in providing the requested service(s) as exemplified by past projects and client contacts. (20%)
- Experience and qualifications of personnel to be assigned to the project. (10%)
- Knowledge of and experience in identifying community based decision-making opportunities, techniques, and strategies. (20%)
- Total project cost and anticipated time frame to complete the project. (30%)

## PROPOSAL SUBMISSION:

Proposals must clearly identify individual component costs, and be submitted to the City of Elyria Office of Community Development by **9:00 a.m. Monday July 13<sup>th</sup>**. Two (2) copies of the proposal shall be submitted and shall be sealed with the following stated on the front of the package:

Qualifications and Proposal for 5-Year Consolidated Plan

Please address as follows:

Angela Byington, AICP, Director  
Office of Community Development  
City of Elyria  
131 Court Street, Suite

