



## INVITATION TO QUOTE

City of North Miami  
Purchasing Department  
776 NE 125<sup>th</sup> Street Room 303  
North Miami, Florida 33161

**THIS IS NOT  
AN ORDER**

QUOTATION NO.: 37-21-22

TITLE: Consulting Services for HOME-ARP Allocation

DATE OF ISSUE: Friday, March 4, 2022

DUE DATE: Friday, March 18, 2022, by no later than 3:30 PM E.S.T.

CONTACT PERSON: Heylicken Espinoza

PHONE: (305) 895.9886

E-MAIL: [purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov)

### QUOTES SHOULD BE SUBMITTED TO:

City of North Miami  
Purchasing Department  
776 NE 125 Street – Room 303  
North Miami, FL 33161

Or via e-mail to: [purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov)

### 1. DEADLINE FOR QUESTIONS

Any questions or clarifications regarding this Invitation to Quote shall be submitted in writing to the Purchasing Department via email to [purchasing@northmiamifl.gov](mailto:purchasing@northmiamifl.gov) by no later than **3:30 PM (EST) on Friday, March 11, 2022**. Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing. All questions and/or requests for clarification received by the City on a timely basis, shall be answered by means of addenda posted on the City's website.

### 2. BACKGROUND

The American Rescue Plan (ARP) provides funding for economic stimulus. Under the HOME-ARP, the U.S. Department of Housing and Urban Development provides funding to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability across the country. These grant funds will be administered through the U.S. Department of Housing and Urban Development's (HUD) through the HOME Investment Partnerships Program (HOME).

The City of North Miami as a Participating Jurisdiction (PJ), received an allocation of the HOME-ARP funding and as such is required to engage in consultation with organizations, stakeholders working with the different categories of population identified and eligible to receive assistance under this program, provide for public participation and develop an allocation plan. Therefore, the City is requesting proposals from qualified and experienced vendors to assist in completing these tasks.

### **3. MINIMUM QUALIFICATIONS**

To be considered for award of this contract, the bidder must demonstrate that it meets the qualifications to execute this project. Any Bidder that fails to meet all of the following requirements may be deemed "Non-Responsive". As part of their quote submittal, bidders must submit documentation that demonstrates compliance with the following criteria:

- a) Bidder must be registered with the Department of Corporations to do business in the State of Florida. Submit a copy of your Sunbiz.org listing showing your company registered as active.
- b) Bidder must be familiar with HUD requirements/regulations and should include a narrative description with their submittal describing prior experience working with HUD funded projects.
- c) Bidder must demonstrate that it has at least three (3) years of experience providing similar/comparable services and submit a listing of agencies/clients for which it has provided these services or similar/comparable services. This listing should include the agency/client's name, a description of the services and the dates the services were provided.

### **4. METHOD OF AWARD**

Award of this bid will be made to the lowest responsive and responsible bidder(s), whose quote is in the best interest of the City. Local preference will be applied as applicable (see below). The City reserves the right not to make any award whatsoever, or award to multiple Bidders, if determined to be in the interest of the City.

All vendors must be registered with the Florida Department of State Division of Corporations (Sunbiz) and with the City of North Miami prior to commencement of the work

### **5. SCOPE OF SERVICES**

#### **5.1. Agency Consultations and Public Participation**

The selected vendor must identify and consult with agencies which serve the City's geographic area, homeless and domestic violence service providers, veterans' groups, public housing agencies (PHAs), public agencies that address the needs of the qualifying populations, and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities. The vendor shall compile a list of all agencies which serve the City's jurisdiction and develop an implementation schedule in conjunction with City staff.

The selected vendor shall review and recommend revisions, as applicable, to the City's current Citizen Participation Plan.

The selected vendor shall provide for and encourage public participation by developing public notices, consultation letters, surveys, and/or e-mails to initiate the process, plan and coordinate public meetings with City residents and agencies to receive public input for the HOME-ARP allocation. Public meetings may be noticed via a Public Notice on the City's website, newspaper of general circulation and the City's social media platforms.

Residents must be provided with reasonable notice and an opportunity to comment on the proposed allocation plan of no less than fifteen (15) calendar days).

#### **5.2. Review of City Documents, Research and Analysis**

The selected vendor shall analyze the City's planning documents and HUD data. The vendor shall also conduct research and analyze the resulting data in order to identify

community development needs and priorities related to housing for the homeless population and domestic violence abuse.

### 5.3. Housing Market Analysis and Housing & Homeless Needs Assessment Task

Prepare a Housing Market Analysis showing the number of housing units, cost of housing, affordability, housing conditions, need for owner and rental rehabilitation, public and assisted housing, homeless housing needs and special needs facilities and services. Vendor should identify barriers to affordable housing.

### 5.4. Needs Assessment

The selected vendor shall evaluate the size and demographic composition of qualifying populations within the City and assess the unmet needs of these populations. The vendor shall identify any gaps within the City's current shelter and housing inventory as well as the service delivery system and should use current data including point in time count, housing inventory count, or other data available through Continuum of Care (CoC) agencies, and consultations with service providers to quantify the individuals and families in the qualifying populations and their need for additional housing, shelter, or services.

Prepare a Needs Assessment including Integrated Disbursement and Information System (IDIS) information and the consultation process to identify the City's affordable housing, community development, domestic violence abuse and homelessness needs. Identify needs related to disproportionately greater needs, public housing homeless needs, non-homeless special needs and non-housing community development needs. The vendor shall conduct survey of City residents and other stakeholders to determine priority needs.

### 5.5. Development of a Comprehensive Strategic Plan

Vendor shall identify a list of priority needs based on research and shall develop a strategic plan explaining and providing strategies about how the City intends to serve its priority needs. The vendor shall also review and revise, as needed, monitoring policies and procedures, affirmative marketing plan and housing.

### 5.6. Development of Draft Allocation Plan

Develop a draft allocation plan which shall be provided to the City for review. The Vendor shall be required to attend Planning Commission and City Council meetings to review the proposed plan and receive input and submit final draft after approval by City Council.

The vendor shall coordinate with City staff to implement a 15-day comment period during which the draft plan shall be placed on the City's website and at various community locations. At the conclusion of this 15-day period, the vendor shall document public comments received during this period and shall make changes to the plan as necessary. The vendor shall also assist the City with ensuring that comments received from public in writing are acknowledged and responded to in writing as necessary.

### 5.7. Allocation Plan Submission

The Vendor shall input the allocation plan data into the HUD treasury system (IDIS) and conduct quality control review before submittal of the plan to HUD.

## **6. PROJECT COMPLETION TIME**

Services must be completed by no later than July 31, 2022.

## **7. REFERENCES / EXPERIENCE**

Contractor should have experience providing services of similar scope and size. At a minimum, at least three (3) references of clients to which the respondent has provided similar

services must be submitted with all quotes (see attached Form A-14). Current contact information must be provided. References should include full written details of services provided similar to the ones described herein. Only one reference may be used for services performed for or on behalf of the City of North Miami.

## **8. INSURANCE AND INDEMNIFICATION**

**Respondents must submit with their Responses**, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

**a) COMMERCIAL GENERAL LIABILITY**

With minimum limits of \$1 Million per occurrence, covering bodily injury, property damage, personal & advertising injury, medical expense and products completed operations – policy shall be written on an occurrence basis. Policy limits can be extended through the purchase of an Excess/Umbrella Liability insurance (occurrence form).

**b) COMMERCIAL AUTOMOBILE LIABILITY (COVERING OWNED, NON-OWNED & HIRED VEHICLES)**

Automobile Liability Insurance with not less than five-hundred thousand dollars (\$500,000.00) per occurrence (combined single limit) for bodily injury and property damage including coverage for any auto including owned, hired and non-owned vehicles as applicable. The Contractor and any of its approved sub-contractors shall take out and maintain this insurance coverage against claims for damages resulting from bodily injury, including wrongful death and property damage which may arise from the operations of any owned, hired or non-owned automobiles and/or equipment used in any capacity in connection with the execution of this Agreement. The City shall be named as an additional insured.

**c) WORKER'S COMPENSATION**

As required by the State of Florida with statutory limits, and Employer's Liability with a minimum limit of \$1,000,000 per accident for bodily injury or disease.

**Liability insurance shall name the City of North Miami as an additional insured and list the contract number "ITQ 37-21-22" on the certificate. All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry. Coverage requirements apply to any sub-contractor(s) hired by the general contractor.**

All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of a rating based on the latest rating publication for Property and Casualty Insurers such as A.M. Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City's Risk Management Director prior to signing of Contract. Contractor may produce any insurance under a "blanket" or "umbrella" insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other Projects undertaken by Contractor.

The Contractor must submit, prior to signing of Contract, a Certificate of Insurance naming the City as additional insured for Commercial General Liability and Auto Liability Insurance. Contractor shall guarantee all required insurances remain current and in effect throughout the term of Contract.

Contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors.

Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided neither shall it serve to waive the immunities granted to the City by Florida Statute 768.28.

**The Contractor must submit a Certificate of Insurance naming the City of North Miami as "additional insured" for the above coverages prior to issuance of a Purchase Order by the City.**

#### **9. LOCAL PREFERENCE**

In accordance with the City of North Miami Code of Ordinances Sec. 7-151, regarding preference to local businesses, a preference of ten percent (10%) of the total evaluation points or ten percent (10%) of the total bid price shall be given to a local business. Respondents must submit form A-3 and A-6 (if applicable) along with all required supporting documents (North Miami Business Tax Receipt and Certificate of Use) with their submittal to receive local preference. **Failure to submit required documentation may render the Respondent ineligible for local preference.**

**The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.**

#### **ATTACHMENTS:**

Attachment A – Contract Forms (A-3, A-6, A-14)

**All referenced forms can be found on the City's website at**  
<https://www.northmiamifl.gov/217/Contract-Forms>



**QUOTE FORM**

**Consulting Services for HOME-ARP Allocation**

**ITQ No. 37-21-22**

Description service items are listed below per the requirements detailed in this Invitation to Quote. Pricing for all items shall include costs of materials, labor, supervision, equipment and other required related services.

Item No.	Description	Cost
1	Agency Consultations and Public Participation (See Section 5.1)	\$ _____
2	Review of City Documents, Research and Analysis (See Section 5.2)	\$ _____
3	Housing Market Analysis and Housing & Homeless Needs Assessment Task (See Section 5.3)	\$ _____
4	Needs Assessment (See Section 5.4)	\$ _____
5	Development of a Comprehensive Strategic Plan (See Section 5.5)	\$ _____
6	Development of Draft Allocation Plan (See Section 5.6)	\$ _____
7	Allocation Plan Submission (See Section 5.7)	\$ _____
	<b>TOTAL:</b>	\$ _____

Addenda Received:       Yes       No  
 If yes, please indicate the number of addenda received: \_\_\_\_\_

All Addenda are posted on the City’s website at:  
<https://www.northmiamifl.gov/bids.aspx>

*(Continued on next page)*

**Submittal Checklist:**

- Completed Quote Form
- Narrative Description of Prior HUD experience.
- Form A-3 - Local Business Preference Affidavit (*only submit if applicable*)
- Form A-6 - Bidder Disclosure of Subcontractors (*only submit if applicable*)
- Form A-14 – References
- Proof of insurance meeting or exceeding the coverage listed in Section 8 or a letter of intent to provide the required insurance if awarded a Contract

It is hereby certified and affirmed that the respondent shall accept any awards made as a result of this quotation. Respondent further agrees that prices quoted will remain fixed for a period of ninety (90) days from date quotation is due.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print/Type Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_ **F.E.I.D. No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**NOTES:**

- 1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified**
- 2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award**